


OSC HR/Payroll Training

Time Administration

TM300

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HR/Payroll Training - Welcome

Welcome to the *Time Administration* course.


- Introductions
- Tent cards
- Restrooms
- Breaks (Common and Smoking Areas)
- Parking Lots
- Classroom etiquette
 - Cell phones on vibrate/off
 - Email/Internet/Texting
 - Quiet side conversations
- Fire safety information



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Also ensure that others have a quality training experience. Please turn your cell phones on vibrate/off during class so others are not disturbed. Thanks.




Prerequisites

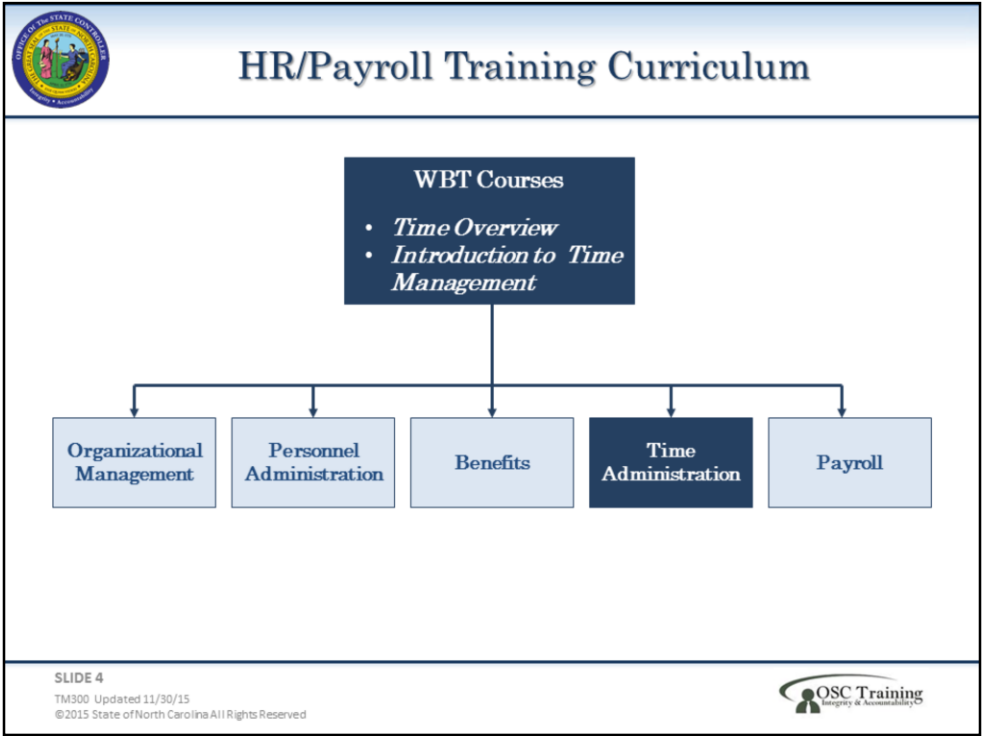
Prerequisites

- *Time Overview - TM200*
- *Introduction to Time Management - TM220*

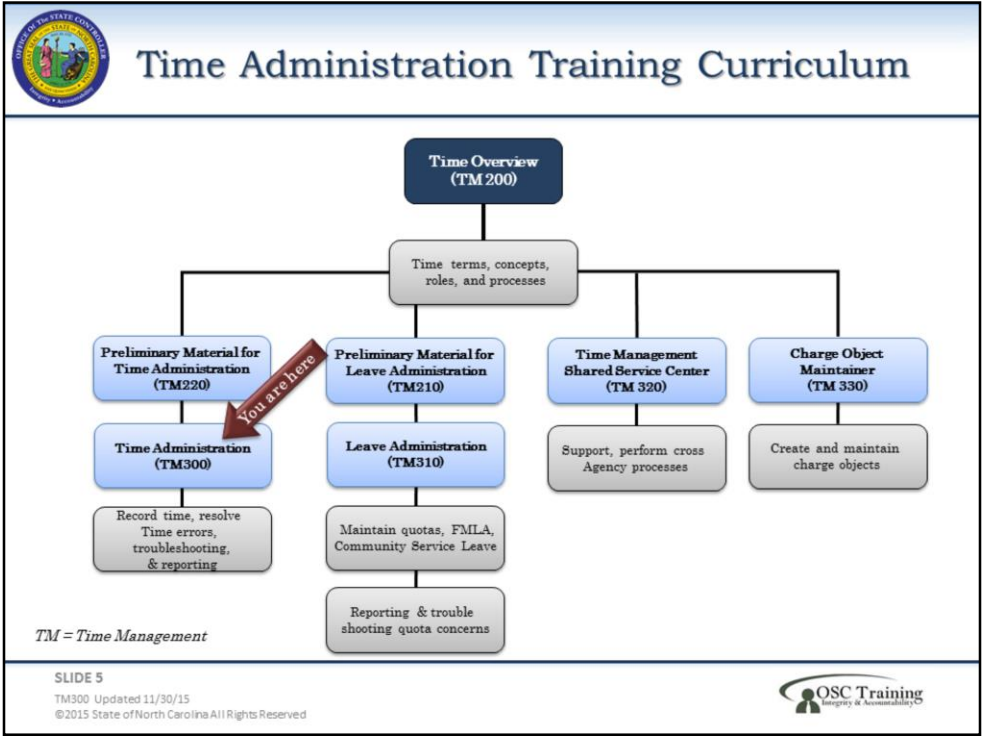
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There are two pre-requisites that you must take before attending this class. Attending or taking these pre-requisites ensures that you are prepared to learn the new processes, concepts, terms, and data entry skills that are covered in this course.



The OSC HR/Payroll training program comprises several courses and different modules. Based on your HR/Payroll role you will attend courses in the Time Management module.



As noted in the pre-requisites, this class is preceded by the web-based course *TM220 – Preliminary Material for Time Administration*.



Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Course Objectives


Upon completion of this course, you should be able to:

- Describe Time Administration process
- Describe time Roles and Responsibilities
 - Time Administrators vs. ESS
- Describe how work schedules may affect quotas and pay
- Define new time recording terms and concepts
- Identify time codes using Time Administration Quick Reference Card
- Review work schedules
- Describe premium pay eligibility
- Perform review of leave quotas
- Record, review, and correct time in SAP
- Describe system behaviors
- View common time evaluation error messages
- Perform general time reporting and troubleshooting

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This course is designed to provide you with knowledge and skills necessary to perform Time Administration in SAP.




Strategy for Training

Tell me	Concepts Your Instructor will describe the process, responsibilities and the transactions – LISTEN
Show me	Demonstrations Your Instructor performed in OSC HR/Payroll SAP – HANDS OFF will demonstrate job-related tasks
Let me	Exercises You will complete the exercises which allow for hands-on practice in class – HANDS ON
Support me	Availability Your Instructor will be available to answer questions while you complete the exercises

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Reference/Online Materials

- Student Guide
- Job Aids (Working Weeks)
- Business Process Procedures (BPPs)
 - Step-by-Step Work Instructions
- *What's New*


The materials above can be accessed through the OSC Training HELP website.
Use the following link to access the HELP website:
<http://www.osc.nc.gov/training/osctd/help/>

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To access OSC Training online help, go to:

<http://www.osc.nc.gov/training/osctd/help/>




Reference/Online Materials


- BEST Shared Services Contact Information
- System Status & Updates
- Forms
- Support Materials
 - Payroll Calendars
- ESS/MSS Portal Access Link

The materials above can be accessed through the OSC BEST Shared Services website. Use the following link to access the website:
<http://www.osc.nc.gov/BEST/index.html>

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications

Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Lesson 1 Objectives

Upon completion of this lesson, you should be able to:

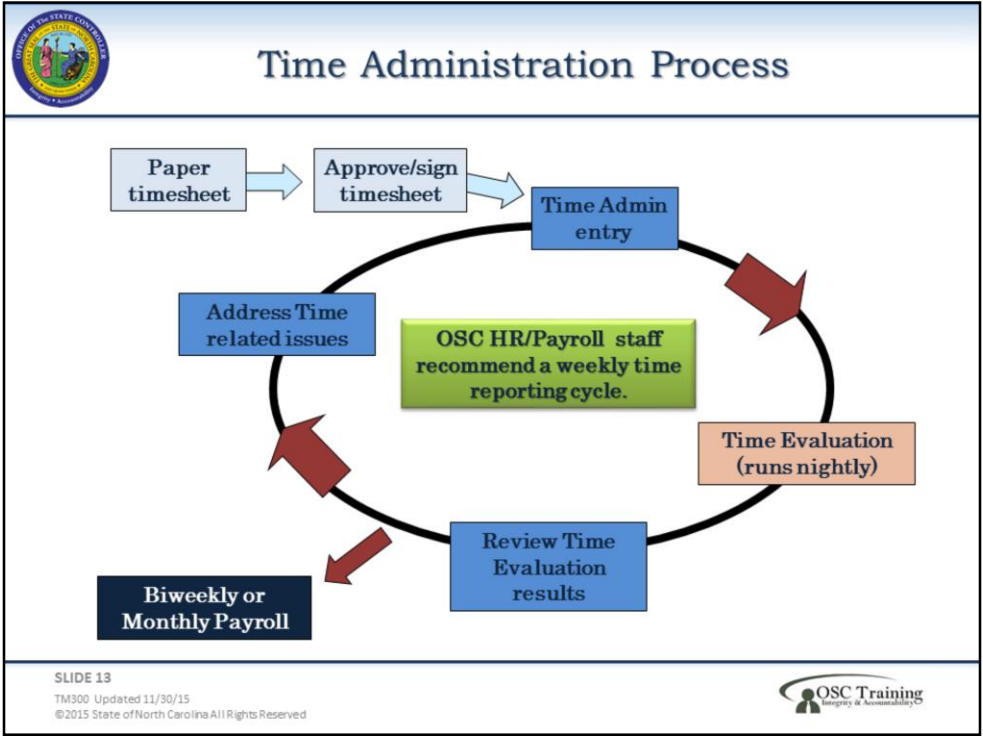
- Describe the Time Administration process
- Describe time Roles and Responsibilities
 - Time Administrators vs. ESS
- Define new time recording terms and concepts
- Review work schedules
- Describe premium pay eligibility

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The process flow above covers the Time Administration process from the point of view of agencies using timesheets.

Time entered by an employee via ESS will be approved by a manager in the MSS Portal. Once approved, time is picked up by the nightly run of Time Evaluation, shown above in red.

Time provided by Interface will be picked up by Time Evaluation shown above.




How is Time Entered and Approved in
OSC HR/Payroll?


Time Entry Method	Approval Method
1. ESS Time Entry	Manager via MSS *
2. Time Administrator	Supervisors sign the time sheets before submitting to Time Administrators for entry into SAP
3. Interfaced Time Data	Reviewed and approved in the Agency's system before transfer

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* ESS Time may also be approved in SAP by a Time Approver. This responsibility is assigned to select Payroll Administrators and HR Master Data Maintainers. It is a backup role and intended to be performed on an exception basis.



Terms and Concepts

- Personnel Subarea
- Calendar
- Work Schedules/Weeks
- Time Management Settings
- Premium Pay

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Each of the items above is a key component used by SAP to derive premium pay.

Personnel Subarea – The subarea defines the employee’s relationship to the State and plays an important role in their time in SAP. Will determine which days are eligible for holiday premium pay.


Calendar – Assigned calendar in SAP.

Work Schedule – Assigned combination of daily work schedules. Indicates when employee is expected to work. Maintained by HR Master Data Maintainer.

Work Week – Regular repeating sequence of days that can differ from a calendar week. The work week can start and end on any weekday at any time.

Time Management Settings – Hold key time data for position in SAP

Premium Pay – Shift premiums, holiday premium, and weekend premiums that may be payable based on an employee’s work schedule and/or hours recorded



Current List of Work Schedules

You can find the most current list of work schedules outside of SAP on the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>


Follow this path to access the latest version of the Work Schedule job aid:

- Time Management > Job Aids > Work Schedule Rule Job Aid


New work schedule requests should be directed to the BEST Shared Services team.

Questions about existing Work Schedules should be directed to your agency HR Master Data Maintainer

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📁 **NOTE:** Not all work schedules are valid for all Personnel Subareas or Employee Groups/Subgroups.



View Target Hours/Work Schedules in SAP


View Daily Target Hours – CAT3

- You may view daily target hours using transaction Enter Time – CAT3

 **NOTE:** CAT3 does not show the work schedule rule or shift description.


Display Work Schedule/Shift Description – PA61


- You may view an employee’s work schedule rule, shift description, and any active substitutions using transaction PA61.

 **NOTE:** HR Master Data Maintainers are responsible for updating an employee’s work schedule.

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Exercise 1.1 – Logging onto SAP

Log On SAP


You need to log on the SAP training client so you can complete course exercises.

Instructions

Use the steps and data provided in the notes below to log on to SAP in the classroom.



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1. Access the SAP portal web page.
2. Enter the **User ID** and **password** that is assigned to your classroom PC.
3. Click the **Log on** button.
4. Click **Yes** to confirm the security message displayed.
5. Click the **SAP GUI tab**.
6. Click the **training client** specified by your Instructor.
7. Stop when you have reached the SAP Easy Access screen.

1.1: Exercise - Log On To SAP

SAP

Scenario

You need to log on to the SAP training client so that you can complete course exercises.

Instructions

Use the steps and date provided below to log on to SAP in the classroom.

1. Access the **SAP portal web page** using the following web address:

<https://trg.mybeacon.nc.gov>

2. Enter the **User ID** and **password** that is assigned to your classroom PC.
3. Click the **Log on** button.
4. Click **Yes** to confirm the security message displayed.
5. Click on the **SAP GUI tab**.
6. Click on the **training client** specified by your instructor.
7. Stop when you reach the SAP Easy Access screen.

Favorites to add:

CAT2

CAT3

CATS_DA

PA61

PT50

PT66


PT_ERL00 (these are ending zeros)

PT_BAL00 (these are ending zeros)

ZNCTIME

For further information, Working With Your Favorites Folder job aid is located in the General Information folder on the OSC Training Help website:

<http://www.osc.nc.gov/training/osctd/help/index.html>



Time Management Infotypes

Employee Settings:


The following Infotypes hold key time data specific to the employee:

Infotype#	Name	Description
0001	Organizational Assignment	Holds organizational data such as Employee Group, Employee Subgroup, and Personnel Subarea
0007	Planned Working Time	Work schedule and working hours
0315	Time Sheet Defaults	Indicates if a timesheet is required
0552	Time Specification Employment Period	Length of Service/Prior Service. Relevant to accruals
2001	Absences	
2002	Attendances	


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There are many infotypes that are relevant for Time processing.



Exercise 1.2


Display Employee Personnel Subarea – PA61

You need to log on the SAP training client so you can complete course exercises.


- You wish to view an employee's Personnel Subarea
 - Infotype 0001 – Organizational Assignment

Display Work Schedule – PA61

- You wish to view an employee's work schedule to see their holiday schedule
 - Infotype 0007 – Planned Working Times



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Refer to your exercise guide for step by step instructions for this demonstration.

NOTE: If an employee were on a calendar other than NC01 (Normal Calendar) such as the AC01 (Alternate Calendar), the date of the holiday might display on a different day.


1.2: Exercise - Display Employee Personnel Subarea/Work Schedule

PA61

Scenario

- Part 1** - You wish to view an employee's Personnel Subarea.
- Part 2** - You wish to view an employee's work schedule and see their holiday schedule.


Instructions



- Enter transaction code **PA61** in the Command field and click or press **Enter** .
- Complete the following fields for each part of this demonstration:



Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449

Part 1

Field	Value
Personnel no.	Use Employee (Tomeka Avans) from the list above. (Your instructor will assign your Student ID to use)
Infotype	0001 for Organizational Assignment

- Click the **Overview** button.
- Click on the first record to highlight it.
- Click on the **Change**  button. The Change Organizational Assignment infotype is displayed.


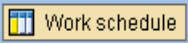


 **NOTE:** Use the Change  button as there is no Display button in the PA61 transaction.

- Locate the **Subarea** field in the Enterprise structure section of the screen.
 **NOTE:** The Pers.Area displays in both the Personnel Subarea and the Personnel Area.
- Click the **Back**  button until you return to the PA61 transaction screen.


Part 2

8. From within the same transaction PA61, enter the Infotype as indicated below:

Field	Value
Infotype	07 for Planned Working Times

9. Click the **Overview** button.
10. Click on the current record to highlight it.
11. Click on the **Change**  button. The Change Planned Working Time infotype is displayed.
12. Review the displayed fields:
- Work schedule rule
 - Time Mgmt status
 - Working week
13. Click on the **Work Schedule**  (Work schedule) button to access the Display Work Schedule screen.
14. Click the **Next month** button as needed until you reach a month with a holiday.
15. Make note of the **Daily Work Schedule** fields showing FREE for days off and 1N08 for a night shift of 8 hours for this employee.
16. View the holiday in the month and locate the **4** in the **Public holiday class (HC)** field. This indicates that this day is a public holiday for this employee based on their assigned holiday calendar (NC).
-  **NOTE:** If this employee were on another calendar such as the Alternate Calendar, the holiday might display on a different date.
17. Click the **Back**  button until you return to the SAP Easy Access screen.


This demonstration is complete.




Exercise 1.3

Display Daily Target Hours – CAT3

- You want to view an employee’s work schedule as it is displayed in the Display Time (CAT3) transaction.



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Refer to your exercise guide for step-by-step instructions for this demonstration.


1.3: Exercise - Display Daily Target Hours

CAT3


Scenario

You wish to view Sarah Beckham’s work schedule as it is displayed in the Time Sheet (CAT3) transaction. Sarah is a Part-time/Positive Pay/Permanent employee.

Instructions



1. Enter transaction code **CAT3** in the Command field and click or press Enter .
2. Complete the following fields:


Field	Value
Data entry profile	NORML-SU
Key Date	Current date

3. Click the **Personnel Selectn**  button to access the Personnel Number Selection for Fast Data Entry screen.
4. Complete the following field:

Employee Sarah Beckham PT/Positive/Permanent							
Student 1	80000410	Student 6	80000415	Student 11	80000420	Student 16	80000425
Student 2	80000411	Student 7	80000416	Student 12	80000421	Student 17	80000426
Student 3	80000412	Student 8	80000417	Student 13	80000422	Student 18	80000427
Student 4	80000413	Student 9	80000418	Student 14	80000423	Student 19	80000428
Student 5	80000414	Student 10	80000419	Student 15	80000424	Student 20	80000429

Field	Value
Personnel number	Use Employee (Sarah Beckham) from the list above.


5. Click the **Execute** button.
6. Highlight the **Personnel number** on the Time Sheet: Initial Screen.
7. Click the **Display Times** button to access the Time Sheet: Data Entry View screen.
8. Review the displayed screen. Make note of the **Target Hours**  row displaying the daily work schedule.
9. Click the **Back**  button until you return to the SAP EASY Access screen.





Time Management Settings

Premium Pay Eligibility:

- Overtime Compensation Eligibility and Rate
- Night Shift Premium Eligibility and Rate
- Evening Shift Premium Eligibility and Rate
- Holiday Premium Rate and Payout
- Weekend Shift Premium Eligibility and Rate
- On-Call Eligibility and Rate
- Callback Eligibility
- Gap Hours Compensation

 **NOTE:** These position settings stored on Infotypes 9005-9017 control premium pay eligibility.


 **NOTE:** The OM Master Data Maintainer is authorized to adjust Position settings using transactions PO13.

 **NOTE:** These position settings can be viewed using transactions PO13D which is for display only.

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Overtime Compensation Eligibility and Rate (Infotype 9005) - If time worked beyond the overtime limit (40 hours, etc) is to be paid or accumulated as compensatory time, the position must have a valid 9005 record.


Night Shift Premium (Infotype 9007) - Positions eligible for this premium must have a valid 9007 record. OSHR approved rates other than the default of 10% must be entered in the rate field.

Evening Shift Premium Eligibility and Rate (Infotype 9008) - Positions eligible for this premium must have a valid 9008 record. OSHR approved rates other than the default of 10% must be entered in the rate field.

Weekend Shift Premium Eligibility and Rate (Infotype 9009) - Positions eligible for this premium must have a valid 9009 record. OSHR approved rates other than the default of 10% must be entered in the rate field.

Holiday Premium Rate and Payout (Infotype 9010) - OSHR approved rates other than the default of 50% must be entered in the rate field. A 9010 record is only required if the Holiday Premium Rate is different than 50%.

On-Call Eligibility and Rate (Infotype 9011) - Positions eligible for On-Call compensation must have a valid 9011 record. The accrued box should be checked if the time is to be collected as On-Call comp time. The rate field must be populated with the OSHR approved on-call rate.



Premium Pay Eligibility Flags

- Indicated on the position rather than the employee
- A check indicates that there is eligibility information for the specified infotype

Active	Planned	Submitted	Approved	Rejected
Infotype Name E				
Overtime Compensation ✓				
Holiday Payout Period ✓				
Night Shift Premium ✓				
Evening Shift Premium ✓				
Weekend Shift Premium ✓				
Holiday Premium Rate ✓				
On-Call ✓				
Callback ✓				
Time Off Balancing				
Charge Object Assignment				

Time period

☒ Period

From 08/21/2007

☐ Today

☐ All


☐ From curr.date

☐ To current date

Select

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Callback Eligibility (Infotype 9012) - Positions eligible for Callback compensation must have a valid 9012 record. The decision to pay vs. comp time is determined by the Immediate Payout checkbox.


Gap Hours (Infotype 9017)
Positions eligible for Gap Hours Comp must have a valid IT9017 record. The decision to pay versus comp time is determined by the Gap Hours Accrual checkbox.

Gap Hours are additional hours for Subject- FLSA employees. The “Additional hours” are those hours caught in the gap between the minimum hours of work required and the overtime threshold. These hours are currently being paid at an hour-for-hour rate for Subject- FLSA employees.

The OM Master Data Maintainer is authorized to adjust Position settings using transactions PO13.

Position settings are based on Positions and Agencies must maintain consistency between similar Positions.

 **NOTE:** B0083 Position/Time Eligibility Report is available in Business Intelligence (BI). This report displays settings about a position with location and pay information.



Premium Pay Infotypes

Overtime Eligibility


Position	RESEARCH AN RESEARCH ANALYST I	
Planning Status	Active	
Validity	10/17/2007 to 12/31/9999	Display change infor
Overtime Compensation 01 S 59901032 1		
OT Compensation Eligible	<input checked="" type="checkbox"/>	
Immediate Payout	<input type="checkbox"/>	OR Comp Aging Limit 365 Days

Night Shift Eligibility

Position	RESEARCH AN RESEARCH ANALYST I	
Planning Status	Active	
Validity	10/17/2007 to 12/31/9999	Display change infor
Night Shift Premium 01 S 59901032 1		
Night Shift Prem Elig	<input checked="" type="checkbox"/>	
Night Shift Prem Rate	10 %	

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The use of specific premium codes is meant as an exception to the employee’s regular schedule. While the system allows for premium codes, the use of these codes may invite abuse, or affect fairness among employees. Wherever possible, employees should be substituted to the appropriate shift.

Instructor Note:
Premiums that are explicitly coded and also derived from the shift assignment will not double up.

These are examples of the infotypes that store the Premium Pay eligibility. Eligibility may be restricted to a specific period of time by adjusting the validity date.

Time Administrators can see an employee’s time management settings on the employee’s Time Statement (ZNCTIME).



Premium Pay

Premium pay is calculated in SAP based on the employee's designated work schedule and their Position eligibility.

Position must be eligible and either:

The employee is assigned to a shift and recorded work hours

OR

The employee works some other shift and is properly substituted


OR

The employee records work time and uses an appropriate premium code

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The amount of premium pay is derived from the Position settings.

- 9005 – OT Eligibility and Pay Provisions
- 9006 – Holiday Pay Provisions
- 9007 – Night Shift Eligibility and Rate
- 9008 – Evening Shift Eligibility and Rate
- 9009 – Weekend Shift Eligibility and Rate
- 9010 – Holiday Premium Rate
- 9011 – On Call Eligibility, Rate and Pay Provisions
- 9012 – Callback Eligibility
- 9017- Gap Hours Compensation


Eligibility: Usually just a check box – if checked, the employee is eligible.

Pay provisions: Pay it, comp it, or pay it after a specific period of time. For example, an employee is eligible for OT, but it will be banked as Comp Time If the Comp Leave has not been taken after 60 days, it will then be paid.

Rates: Some specialized Positions carry rates other than the standard 10%. An agency may designate the amount of the premium applicable for a Position.

For further information on premium pay, please consult the OSHR Personnel Manual available online at

<http://oshr.nc.gov/policy-forms>



Premium Pay Codes

01 – Night Premium

02 – Evening Premium

06 – Stop Premium

Position	RESEARCH AN	RESEARCH ANALYST I
Planning Status	Active	
Validity	10/17/2007	to 12/31/9999

Display change infor

Night Shift Premium 01 S 59901032 1


Night Shift Prem Elig ☒

Night Shift Prem Rate 10 %

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SAP knows the days of the week. An employee that records “02” (Evening Premium) on a Saturday would receive Evening and Weekend premium if the Position was eligible.

The default weekend behavior is from the night shift Friday night through the end of the Sunday night shift (early Monday morning).

The 06 (Stop Premium) code is meant to be used for the rare circumstance when an employee that is normally on a night shift is required to attend training during the day.

The 06 stops Evening Shift as well but would not stop Weekend Shift Premium.

A substitution is the correct way to reflect the change in the employee’s expected work hours. This code is provided as a last resort solution to avoid overpayment to the employee.



OSC HR/Payroll Timesheet

EMPLOYEE TIME REPORT

7/1/2014

EMPLOYEE: _____

EXEMPT ☐ NON-EXEMPT ☐

PERSONNEL NUMBER: _____

LOCATION/DEPT _____

Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____

Attendance A/A Code Charge Object Sun Mon Tues Wed Thurs Friday Sat

Time Worked 9500 _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐ ☐

Additional Hours 9510 _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Absence A/A Code _____

Approved Leave 9000 _____

Sick Leave 9200 _____

Holiday Leave 9300 _____

LWOP 9400 _____

☐ OTHER: _____

☐ OTHER: _____

☐ OTHER: _____

Comments: _____

OTHER ATTENDANCE CODES (Refer to Absence Attendance Types Defined Time Job Aid for complete list of codes)

Adverse Weather Makeup 9512 On-Call 9517

Worked Emergency Closing 9514 Callback 9516

Travel Time 9515 Remote Callback 9511

OTHER ABSENCE CODES (Refer to Absence Attendance Types Defined Time Job Aid for complete list of codes)

Administrative Leave 9540 Injury Leave 9685

Educational Leave 9570 Investigatory Leave 9690

Military Training Leave 9620 Special Leave 9712

Workers Comp Leave 9600 Library Volunteer Leave 9666

PREMIUM CODES: 1 = Night 2 = Evening 6 = Stop Premium


EMPLOYEE SIGNATURE _____ DATE: _____

SUPERVISOR SIGNATURE _____ DATE: _____

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In order to simplify entry into SAP, a OSC HR/Payroll timesheet has been created. This timesheet is optimized to ease data entry in the Record Time (CAT2) transaction.

An example of the OSC HR/Payroll Timesheet is on the last page of this student guide. Note that agencies may choose to adopt the new sheet, or modify it to meet their needs.

- Timesheet characteristics:**
- No running totals
 - Weekly not monthly
 - Personnel number
 - No Social Security Number
 - Attendance/Absence codes
 - Premium time codes




Positive vs. Negative Time (1 of 3)

Employees entering time will be classified as either positive or negative time.

Employee Time Reporting Type	Description
Positive time/exception pay	Employees record all of their time worked and all of their exceptions such as leave taken each month.
Positive time/actual pay	Employees record all time worked and are paid based on actual time recorded. This applies to Temporary Employees and DOT.
Negative time	Employees only record variations from their normal schedule, such as leave taken. Only employees "not-subject to FLSA" can be negative time.

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All employees impacted by the OSC HR/Payroll system may be categorized into one of three time-entry groupings.

Positive Time/Actual Pay: This means the employee must record all hours, including hours worked and leave. **Failure to record time will result in the employee not being paid.**

NOTE: This method of time capture applies to all temporary employees, regardless for which agency the employee works. It is important to be aware that all temporary employees must enter time to receive payment. All temporary employees are paid on a bi-weekly basis and will receive pay two weeks (one pay cycle) after each timesheet has been submitted and approved following the end of the pay cycle.

Positive Time/Exception Pay: This means employees must enter all time worked, as well as any absences or leave time used. **Employees receive their monthly base pay unless the Leave Without Pay (9400) code is recorded.** What this means is that Positive Time/Exception Pay employees will continue to receive their regular monthly pay unless exceptions are entered into the system. An exception could be entering the Leave Without Pay (9400) code. In this case the employee’s pay would be reduced by the number of hours indicated, if the employee is below the scheduled work hours. Another exception may be for an employee who is entitled to overtime time pay and enters more than 40 hours of Time Worked (9500) into the system. This particular employee would be entitled to overtime pay, and his or her pay would reflect that.

NOTE: All employees that are subject to FLSA fall into one of the Positive Time categories.




Positive vs. Negative Time (2 of 3)

Employees entering time will be classified as either positive or negative time.

Employee Time Reporting Type	Description
Positive time/exception pay	Employees record all of their time worked and all of their exceptions such as leave taken each month.
Positive time/actual pay	Employees record all time worked and are paid based on actual time recorded. This applies to Temporary Employees and DOT.
Negative time	Employees only record variations from their normal schedule, such as leave taken. Only employees “not-subject to FLSA” can be negative time.

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The Time Worked (9500) code should be used to enter regular work hours for Positive Time employees. Whether an employee works 40 hours or 50 hours, all of the work hours should be recorded as 9500

✉NOTE: If an employee is entitled to overtime pay or comp time, the system will automatically calculate this based on the hours recorded each week.

If you have NOT been instructed by your manager or human resources department to enter all of your time, but instead to record exceptions to your work schedule, you are designated as a “Negative Time” employee. In a week when a Negative Time employee makes no entry at all, the system assumes that the employee worked the required number of hours.

Negative Time: An employee must only record variations from his or her normal schedule, such as leave taken. Holiday Leave (9300) is not considered an exception.




Positive vs. Negative Time (3 of 3)

Employees entering time will be classified as either positive or negative time.

Employee Time Reporting Type	Description
Positive time/exception pay	Employees record all of their time worked and all of their exceptions such as leave taken each month.
Positive time/actual pay	Employees record all time worked and are paid based on actual time recorded. This applies to Temporary Employees and DOT.
Negative time	Employees only record variations from their normal schedule, such as leave taken. Only employees "not-subject to FLSA" can be negative time.

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When a Negative Time employee records Time Worked (9500), the system recognizes this as an exception in addition to the hours the employee was scheduled to work. It could be appropriate for a Negative Time employee to record time worked on a holiday or to record the extra few hours the employee may have worked in any given week.


A Negative Time employee should *not* record Time Worked (9500) for normal attendances consistent with their designated work schedule. Some Negative Time employees are eligible to accrue comp time. Comp time will be generated for Time Worked (9500) code when recorded by a Negative Time employee after any absences have been offset.

It is important to note that the OSC HR/Payroll system deducts approved leave according to a standard leave hierarchy (holiday comp time, gap hours, overtime comp time, on-call comp time, travel comp time, vacation, bonus leave, and advanced leave). All items in the leave hierarchy fall under the Approved Leave (9000) category. For example, if an employee records an Approved Leave (9000) code, the system will automatically deduct the amount of time taken from the employee's leave quota using the established hierarchy.

Sick leave is also subject to a hierarchy (sick leave, received shared leave, and advanced sick leave).

Employees are encouraged to review the Time Entry Guide Job Aid to gain a better understanding of how time works in the OSC HR/Payroll system. The job aid is located in the Time Management folder on the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/index.html>



Weekly Time Entry

All agencies are encouraged to enter time weekly - even those with a monthly overtime period.


Benefits of weekly time entry:


- Employees will receive premium pay sooner. Once entered and approved, premium pay will pay in the next available payroll.
- Accurate and timely leave accrual
- Up-to-date Time Statements and Quota Overviews
- Reduced administrative burden at the end of the period

S	M	T	W	Th	F	S

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Exercise 1.4

Display Time Management Settings on the Time Statement - ZNCTIME

- You wish to view an employee's time management settings to see:
 - Time management status
 - Work Schedule Rules
 - Employee Group / Subgroup
- Use the *Previous Page* and *Next Page* buttons to move through multiple time sheet statements, if multiple time sheet statements are chosen for display.



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Refer to your exercise guide for step by step instructions for this walkthrough.

Instructor Note:

Time Administrators may review the information and request changes through the HR Master Data Maintainer.

1.4: Exercise - Display Time Management Settings on the Time Statement



Scenario

You may wish to view an employee’s time management settings to see their Time Management Status, Work Schedule Rule, and/or Employee Group/Subgroup.

Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **ZNCTIME** in the Command field and click or press Enter
2. Complete the following fields:

Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449


Field	Value
Period	201510
Personnel Number	Use Employee (Tomeka Avans) from the list above.

3. Click the **Execute** button to access the Print Time Statement Form dialog box.
4. Review the displayed print options.
5. Click the **Print preview** button to review the Print Preview of LOCL Page.
6. Review the displayed time form paying special attention to the work schedule and employee settings.
 - Overtime period
 - Time Management settings
 - Employee Group (SPA vs. EPA)
7. Click the **Back** button until you return to the SAP EASY Access screen.





Knowledge Check

1. True or False – It is necessary to enter a premium code for all night, evening, and weekend shifts.
2. Which of the following is correct?
A – Negative time employees record every hour worked
B – Positive time/actual pay employees only record exceptions
C – Positive time/exception pay employees only record exceptions
D – None of the above
3. True or False – Weekly time entry is mandatory in OSC HR/Payroll.
4. True or False – The Time Administrator adjusts Work Schedules in SAP.



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Lesson 1 Review

In this lesson, you learned to:

- Describe Time Administration process
- Describe time Roles and Responsibilities
 - Time Administrators vs. ESS
- Define new time recording terms and concepts
- Review work schedules
- Describe premium pay eligibility

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Lesson 2 Objectives

Upon completion of this lesson, you should be able to:

- Describe Quotas in SAP
- Describe key system behaviors
 - Holiday Behavior
 - The Leave Hierarchy
 - Leave Offsetting
 - Recovery of Liabilities

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Quotas

The OSC HR/Payroll system automatically manages an employee's accruals of various quotas, including:

- Sick
- Vacation
- Community Service
- Military Leave (if applicable)
- Holiday

Employees using ESS can review quotas online.


Employees without ESS may request a time statement with quota balances from their Time Administrator.

Quota balances reflect the balance as of the last time Time Evaluation was executed. Employees recording time monthly, instead of weekly, will have balances that are not entirely current.

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OSC HR/Payroll will also systematically manage deductions to these quotas. There are few special circumstances that require manual adjustments by a Leave Administrator to an employee's quota balances.

The following scenarios require manual quota adjustments via Infotype 2013:


- An employee electing to use his or her Community Service Leave for tutoring
- An employee hired into state service mid-year that is a member of the military reserve
- An employee requesting and being approved for Advanced Leave
- An employee requesting and being approved to receive Voluntary Shared Leave (VSL) donations
- An employee with a valid discrepancy in his or her quota
- Separation action zeroing out remaining balance of Vacation Quota
- Employees on LOA

Quota corrections are created by Leave Administrators.

<div></div> <div>Quota Types</div>		
	<div>Quota Type</div>	<div>Quota Text</div>
	10	Vacation Leave
	15	Sick Leave
	20	Overtime Comp Time
	21	Gap Hrs Comp Time
	22	Holiday Comp Time
	23	Callback Comp Time
	24	Travel Compensatory Time
	26	On-Call Comp Time
	27	Emergency Closing Comp Time
	29	Incentive Leave
	31	Advanced Vacation Leave Allowed
	32	Advanced Sick Leave Allowed
	40	Holiday Leave
	50	Bonus Leave
	61	Adv weather # hours owed
	65	Community Service Leave
	66	Community Service - Tutoring
	67	Literacy Volunteer Leave
	80	Received Shared Leave
	85	Military Leave (Training)

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Specific descriptions follow on the next pages.

Holiday Leave is the holiday that is due in the next 60 days, for positive time employees. A holiday absence will reduce the amount in the Holiday Leave Quota. Negative Time employees will not see a Holiday Quota.

Holiday Comp is earned when an employee works on a holiday or if the employee does not record and approve the holiday leave within 30 days of the holiday. At that time, the system automatically moves the Holiday Leave to Holiday Comp Leave.



All absences recorded as '**9000 - Approved Leave**' will be subject to this **Leave Hierarchy**. The Leave Hierarchy reflects the order in which leave balances will be deducted when an entry for an Approved Absence is approved and transferred at night. At the point of entry, the quotas are checked in succession until enough quota is found to cover the recorded absence. The system will only return a message 'no quota available' if it has checked each bucket and not found a balance to cover the absence.

The quotas will be automatically deducted in this order.

- 1) Holiday Comp
- 2) OT Comp
- 3) Gap Hours
- 4) Callback Comp
- 5) On-Call Comp
- 6) Travel Comp
- 7) Emergency Closing Comp
- 8) Incentive Leave
- 9) Vacation
- 10) Advanced Leave

For more information about OSHR Leave policies, please refer to the OSHR website: <http://oshr.nc.gov/policy-forms>



Hierarchy – Sick Leave

A/A Type
9200



1. Sick Leave


2. Voluntary
Shared Leave

3. Advanced Sick
Leave

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The **Sick Leave Hierarchy** represents the order in which the system will deduct quotas when an entry of 9200 is recorded. Like the Approved Leave Hierarchy, the quotas are checked at the point of entry, and the quotas are deducted when time is approved and transferred.



Quota Accruals

Who accrues?

- Employees with a employer/employee non-temporary relationship with the State.

When do Employees Accrue?

- Positive time employees must record time worked or leave for 50% of their scheduled work days in the pay period to accrue in that period. The accrual date depends on the number of work days, as derived from the employee's work schedule.

What counts for accrual?

- Any approved entry that puts the employee in a pay status for that day will count towards the 50% achievement.

What do they accrue?

- Hours and minutes, in decimals


What is prorated?

- Annual Leave, Sick Leave, and Holiday Leave are prorated for part-time employees. Community Service leave is prorated for new hires starting after mid-January.

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The accrual date depends on the number of work days, as derived from the employee's work schedule.

- For example:
 - An employee works 5 days a week.
 - There are 21 work days for this employee, on this work schedule, in the current month.
 - The employee would accrue his leave when time is entered and approved through the 11th workday of the month *.

Employees with intermittent LWOP could conceivably accrue later in the month.

Any approved entry that puts the employee in a pay status for that day will count towards the 50% achievement.

NOTE: Only time entries that place the employee in a pay status are counted toward achievement of 50%. Any entry for Leave without pay (LWOP – A/A type 9400) will delay the accrual of leave until the employee meets 50% of the period in a pay status.



Accruals – When and How

THE RULE:

An employee will accrue their leave when they have achieved 50% of their payroll period.


Employees who are Positive Time must demonstrate that achievement by recording time.

Employees who record only their exceptions (Negative Time) will receive their accruals based on their planned Working Time.

NOTE: OSC HR/Payroll recommends weekly time entry to ensure timely and accurate accruals. Agencies adopting monthly entry deadlines for their Positive Time Recording population will see a delay in the monthly accruals.

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Quota Overview

Selection tab lets user change date range

Absence quotas tab shows quota balances

Accruals tab shows quota generations & adjustments

Not in use

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	D
Σ	10	Vacation Leave	Hours	80.00000	80.00000	0.00000	0.00000	
Σ	15	Sick Leave	Hours	80.00000	40.00000	40.00000	0.00000	
Σ	40	Holiday Leave	Hours	24.00000	24.00000	0.00000	0.00000	
Σ	65	Community Service	Hours	24.00000	24.00000	0.00000	0.00000	

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The Quota Overview (PT50) transaction has several key tabs:


- **Selection dates** – not used
- **Absence quotas** – tab shows quota types and their balances (shown above)
- **Accrual information** – tabs shows accrual information
- **Attendance quota tab** – not in use

On the Absence quotas tab there are several columns showing key values:

- **Entitlement** – what is added to the quota balance through accruals, offsets, or adjustments during the display period
- **Remaining** – hours left for use by employee
- **Requested** – hours deducted

On the Accrual Information tab:


- **Generated** – calculated by the system and ready to be moved into employee's quotas during next Time Evaluation
- **Transferred** – moved into employee's quota and available for use




Exercise 2.1

Quota Overview - PT50

- You wish to view an employee's leave quotas. Access the Absence Quota tab to review quota balances.



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Refer to your exercise guide for step-by-step instructions for this walkthrough.

2.1: Exercise - Quota Overview


PT50

Scenario




You wish to view Marva Mattox’s leave quotas. Marva is a Full-time/Negative Pay/Permanent employee. Access the Absence Quota tab to review Marva’s quota balances.

Instructions

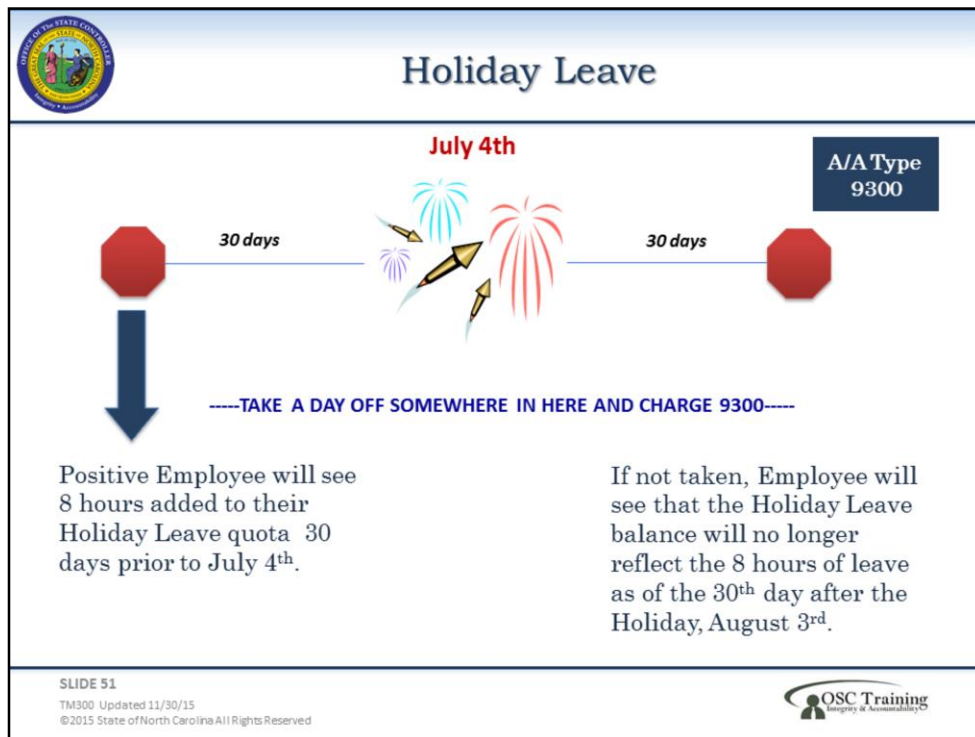
Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PT50** in the Command field and click or press Enter .
2. Complete the following fields:

Field	Value
Personnel no.	80000407 (Marva Mattox)


3. Click the  (Update display data) button towards the top left of the screen to update the Quota Overview screen with the data of the employee entered.
4. Review the displayed quota overview tabs.
5. Access the following tabs/functions:
 - Selection dates
 - Absence quotas
 - Expand
 - Accrual information
 - Sorting
 - Filtering
6. Select a column and move it to precede another column.
7. Move it back.
-  **NOTE:** The Attendance quotas tab is not in use.
8. Click the **Back**  button until you return to the SAP Easy Access screen.

This exercise is complete.




Positive Time Employees

- Will see holiday leave is displayed in their quotas 30 days before the holiday
- May take the holiday from that date forward, not to exceed 30 days after the holiday
- May observe the holiday on the day it naturally occurs. This 60- day holiday period is designed to provide flexibility for agencies with 24x7 operations.
 - If the holiday falls on a regularly scheduled work day and the employee is off, the employee should record 9300, Holiday Leave.
 - If the employee works on the Holiday, the employee will record work hours, will receive equal time off, up to 8 hours, and the relevant holiday premium pay. The Holiday Leave (9300) will be converted to Holiday Comp Time and placed in the appropriate Leave quota.
 - If the holiday falls on a non-scheduled work day, the employee may record their holiday leave (9300) on another day, an absence they should arrange with their supervisor.




Holiday Leave (continued)

July 4th




A/A Type 9300

30 days



30 days




-----TAKE A DAY OFF SOMEWHERE IN HERE AND CHARGE 9300-----

Positive Employee will see 8 hours added to their Holiday Leave quota 30 days prior to July 4th.


If not taken, Employee will see that the Holiday Leave balance will no longer reflect the 8 hours of leave as of the 30th day after the Holiday, August 3rd.

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For Employees that do not record Holiday time within the 60-day period and who did not work on the holiday

- 1) The holiday quota will be usable outside of the 60-day window.
- 2) If the employee did not have the benefit of the holiday, the former Holiday Leave will be converted to Holiday Comp.
- 3) If the employee DID have the benefit of the holiday, the previous time entries will have to be corrected to reflect it.




Holiday Behavior – Positive Time Employees

Scenarios

- If the holiday falls on a regularly scheduled work day, and the employee is off, the employee should record 9300, Holiday Leave.
- If the employee works on the Holiday, the employee will record work hours, will receive equal time off, up to 8 hours, and the relevant holiday premium pay. The Holiday Leave (9300) is automatically converted to Holiday Comp Time and placed in the appropriate Leave quota.
- If the holiday falls on a non-scheduled work day, the employee may record their holiday leave (9300) on another day, an absence they should arrange with their supervisor.

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Holiday Leave Availability

Holiday Leave is available in the system 30 days before the holiday and will remain available for use until 30 days after the holiday.

If the employee took the time off, but failed to reflect it on the timesheet, that must be corrected. If the employee did not have the benefit of their Holiday, the system automatically transfers the expired Holiday Leave to the Holiday Comp leave quota.



Holidays and LOAs

- When an employee is on a LOA all holiday processing will be suspended.
- Employees that are using quotas (leave, vacation, sick) may be entitled to a holiday. The Leave Admin will be responsible for creating a quota correction record (2013) to give the employee these hours.
- When the positive employee returns from a LOA all holidays in the next 30 days will be restored.

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Holiday Behavior – Negative Time Employees


For **Non-Subject** employees who record exceptions only:

1. The only exception for these employees is if they **WORK** on the holiday. Otherwise, it will be assumed that they had the benefit of the holiday.
2. Some agencies allow the employees who normally work 4x10 to revert to a 5x8 schedule in the week of a holiday. This will not require a change to the employees work schedule.

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Leave Offsetting

THE RULE:
Leave is to cover the time between hours worked and the minimum expected work hours.

When Approved Leave is taken in the same period where the employee has worked additional hours, the amount of leave taken will be offset with the additional work hours, and the leave that had been recorded will be restored to the employees quota for later use.

Example: A Positive Time employee with a normal 5 X 8-hour work schedule works 4 ten-hour days and takes 8 hours of leave on Friday. In this scenario the 8 hours of leave will be restored to the employee's Approved Leave quota and the employee will be paid for 40 hours.


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For more information about the OSHR Leave Offsetting policy please consult the Leave policies:

<http://oshr.nc.gov/policy-forms>

The best practice to ensure correct offsetting is to record all hours worked and then use leave to fill in the difference between actual hours and required hours.



Leave Offsetting (continued)


40 HOURS – MINIMUM
REQUIRED WORK HOURS

Monday	Tuesday	Wednesday	Thursday	Friday
8 HOURS APPROVED LEAVE	10 HOURS WORKED	10 HOURS WORKED	10 HOURS WORKED	10 HOURS WORKED

8 HOURS
APPROVED LEAVE


8 HOURS
APPROVED LEAVE

Approved Leave, Sick Leave and
Community Service Leave will be
offset when the employee
achieves his expected work
hours in the same OT period in
which leave was recorded.



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Quotas with established limits will be offset, except for holiday, civil and other management approved leave.

Entries made for Leave in excess of the minimum required work hours will automatically be restored to the employee’s leave quota balances.

Leave restoration will be *first taken, first restored*. If a weekly employee takes Approved Leave on Monday, and then a day of Sick Leave on Tuesday, and then works an extra 8 hours on Wednesday, the Approved Leave from Monday will be the first to be restored.

NOTE: Leave Offsetting is done within an Overtime (OT) period. For normal, 40-hour, subject personnel, Leave Offsetting will be done within the 7-day OT period. For 28-day employees, the entire 28-day period is subject to offsetting.




View Leave Offsetting

Description	Beg. Balance	Accrued	Used	Paid	Expired	Offset	End Balance
Vacation Leave	20.00	15.17	0.00	0.00	0.00	0.00	35.17
Sick Leave	42.00	8.00	0.00	0.00	0.00	16.00	50.00
Overtime Comp Time	0.00	8.00	0.00	0.00	0.00	0.00	8.00
Holiday Comp Time	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Holiday Leave	16.00	0.00	16.00	0.00	0.00	0.00	0.00
Community Service	0.00	24.00	0.00	0.00	0.00	0.00	24.00

Leave Offsetting is highlighted in the Absence Entitlements section of the Time Statement.
Offsets are shown in the Offset column.

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The CATS time entries will not be changed – only the results will reflect the offset

Leave taken will show in as ‘used’ on the Time Statement.

When the employee records additional work hours, the leave taken will be ‘offset’ by the additional hours.

The leave quota will show a beginning balance, accrued, used, offset, and an ending balance.




Recovery of Liabilities

Adverse Weather


- If an employee has an outstanding Adverse Weather liability and works additional hours, the additional hours are used to pay back the liability until it is satisfied.

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Adverse Weather

- Absence due to adverse weather is entered using the Adverse Weather A/A type – 9545.
- During Time Evaluation this A/A type will cause the creation of an adverse weather liability.
- During subsequent Time Evaluation the system will check for the Adverse Weather Make-up A/A type – 9512 or additional hours worked.
- The adverse weather liability will be reduced accordingly when either is present.



Recovery of Liabilities *(continued)*


Advanced Leave

- As leave is accrued, it is used to satisfy an outstanding Advance Leave liability of the same type (e.g., vacation accruals are used to pay back vacation advances).
- If an employee has an outstanding Advanced Leave liability and works additional hours, the additional hours are used to pay back the liability until it is satisfied.

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Advanced Leave

- OSHR policy allows advanced leave to be granted to employees provided it is formally approved by the employee's Agency. With proper approval, an employee can receive advances of Sick and Vacation leave in amounts not exceeding that which an employee will accrue within the remainder of the calendar year.
- Due to the fact that an employee cannot maintain negative leave balances in OSC HR/Payroll, a Leave Administrator will create a separate Absence Quota equal to the approved amount of Advanced Leave.
- When the Advanced Leave quota is reduced, the system will create and manage a separate Quota to represent the liability that the employee owes the State by using leave in advance of accruing it.
- As leave is accrued, the liability is then reduced accordingly.
- All outstanding leave liabilities will be recovered (by docking or offsetting with another leave type) on December 31st.

For more information , PA61 Advanced Leave BPP is located in the Time Management folder on the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/index.html>



Knowledge Check

1. True or False:

- Accruals are calculated and entered by the Leave Administrator once an employee reaches 75% of their work schedule.

2. True or False:

- Employees using ESS can review quotas online.

3. True or False:


- An employee may choose the order leave is applied.

4. True or False:

- Bonus Leave is the first type of leave consumed in the leave hierarchy.


5. True or False:


- Both positive and negative time employees must report hours worked on a holiday.



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Lesson 2 Review

In this lesson, you learned to:

- Describe Quotas in SAP
- Describe key system behaviors
 - Holiday Behavior
 - The Leave Hierarchy
 - Leave Offsetting
 - Recovery of Liabilities

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Lesson 3 Objectives

Upon completion of this lesson, you should be able to:

- Record, review, and correct time in SAP
- Identify new time codes using Time Administration Quick Reference Card

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Terms and Concepts

- Cross Application Timesheet (CATS)
- Data Entry Profiles
- Attendance/Absence type (A/A type)
- Multiple Selections

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Cross Application Time Sheet (CATS) – Acronym in SAP for the Cross Application Time Sheet

Data Entry Profiles – Profile used during time entry to control fields available for use during time entry in transaction CAT2. Described in detail on next slide.

Attendance/Absence type (A/A type) – 4-digit code used during time entry to indicate the type of work or leave taken

Multiple selections – SAP data entry technique that allows you to enter additional values. This technique is very useful for Time Administrators who wish to enter time for more than one employee at a time.




CAT2 Timesheet

CAT2 Timesheet

- CAT2 timesheet is not a “thing” that gets submitted or approved
- Time records
- Processed for viewing independently

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A timesheet is not a “thing” that gets submitted or approved. In SAP there are only time records – 2 hours on 5/2/08, 8 hours on 5/10/08, etc.

Each time record is processed for viewing independently and doesn’t get collected on a timesheet in the system other than for viewing purposes. The view of seven days seen in ESS is just that – a view of seven days on which time records may or may not have been entered.

For negative time people, there is no need to enter time records in SAP except for exceptions like leave hours or extra hours beyond the normal schedule. OSC HR/Payroll will pay the employee their base pay for the month even if no time records are entered at all. No approval is required for Payroll to pay this base pay.

If “time worked” is entered for a negative time person, OSC HR/Payroll will assume they are extra hours beyond the normal work schedule and treat them accordingly. These exception records need to be approved.



Data Entry Profiles

- Profiles control display options in CAT2.
- List profiles allow for automatic release and approve time data on save.
- List profiles allow the entry of multiple employees.

Restrictions

Prof.

Text

CHARGE1_M	1 charge object - individual entry-Monday start
CHARGE1LM	1 charge object - list entry-Monday start
CHARGE1	1 charge object - individual entry
CHARGE1L	1 charge object - list entry
CHARGE2	2 charge objects - individual entry
CHARGE2L	2 charge object - list entry
CHARGE3	3 charge objects - individual entry
CHARGE3L	3 charge object - list entry
CHARGE4	4 charge objects - individual entry
CHARGE4L	4 charge object - list entry
CHG1ESS	1 charge object - entry for ESS - Sun start
CHG1ESSM	1 charge object - entry for ESS - Mon start
CHG2ESS	2 charge object - entry for ESS - Sun start
CHG3ESS	3 charge object - entry for ESS - Sun start
CHG4ESS	4 charge object - entry for ESS - Sun start
CHG4ESSA	4 charge object - entry for ESS - Sat start
ESS	Employee Self Service - Sunday start
ESS-FRI	Employee Self Service - Friday start
ESS-MON	Employee Self Service - Monday start
ESS-SAT	Employee Self Service - Saturday start
ESS-WED	Employee Self Service - Wednesday start
INTERFAC	Interface profile
NORML-28	Normal - list entry 28 Day
NORML-FR	Normal - list entry (same as ESS), Friday start
NORML-MO	Normal - list entry (same as ESS), Monday start
NORML-SA	Normal - list entry (same as ESS), Saturday start
NORML-SU	Normal - list entry (same as ESS), Sunday start
NORML-TH	Normal - list entry (same as ESS), Thursday start
NORML-WE	Normal - list entry (same as ESS), Wednesday start
TEMPSOLN	Temp Solutions - individual entry

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List profiles allow for the automatic release and approval of time data on save.

All profiles, *other than ESS profiles*, will allow for the automatic release and approval of entries made by a Time Administrator. All ESS profiles will not save time data as released and approved.

If the Time Admin needs to make changes to an approved timesheet, the Time Admin must use a profile that allows changes. All profiles (except the ESS profile) allow Time Administrators to make changes to approved records.

NOTE: *The assigned profile will default on the initial CAT2 screen. If a Time Administrator enters his or her own time through ESS, the Time Admin will need to change this default setting every time to an appropriate Time Administrator profile (non-ESS) to ensure the keyed entries are released and approved as expected.*



Attendance/Absence Codes


A/A type 9400 results in docking.

Use with caution.

BEACON Attendance/Absence (A/A) Types			
A/A Types	Description	A/A Types	Description
9000	Approved Leave	9547	Communicable Disease
9200	Sick Leave	9550	Civil Leave – Jury Duty
9300	Holiday Leave	9560	Community Service Leave
9400	Leave Without Pay	9565	Community Service Tutoring
9500	Time Worked	9566	Literacy Volunteer Leave
9511	Remote Callback	9570	Educational Leave
9512	Adverse Weather Make-Up	9620	Military Training Leave
9513	Communicable Disease Make-Up	9630	Military Active Duty
9514	Work During Emergency Closing	9680	Injury Absence WC
9515	Travel Time 1X	9685	Injury Leave
9516	Callback	9690	Investigatory Leave
9517	On-Call	9710	Flexible Furlough leave
9540	Other Mgmt. Approved Leave	9711	FY2012–2013 Special Leave
9545	Adverse Weather Leave	9712	Special Leave

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Your instructor will lead you in a discussion of the Time Administration Quick Reference Card.










OSC HR/Payroll time entry requires the use of time codes called Attendance/Absence types:

- Classify time/leave for employees
- On OSC HR/Payroll time sheet
- Available from drop-down list in ESS
- Available from drop-down list in Record Time transaction (CAT2) in SAP.

<div></div> <div>Time Entry Icons</div>	
	Enter Times (F5) - Used to access time entry screen from Time Sheet: Initial Screen
	Personnel Selection - Used to access the Personnel Selection search from the Timesheet: Initial Screen
	Select All Persons (Shift+F7) - Used to select all persons on the Time Sheet: Initial Screen
	Deselect All Persons (Shift+F8) - Used to deselect all persons
	Sort Ascending (Control+Shift+F8) - Used to Sort Ascending
	Sort Descending (Control+Shfit+F9) - Used to Sort Descending
	Settings (F7) – Used to view time sheet settings on the Time Sheet: Initial Screen
	Execute (F8) – Used to apply personnel selection from the Personnel Selection screen
<div><div>SLIDE 69</div><div>TM300 Updated 11/30/15 ©2015 State of North Carolina All Rights Reserved</div></div> <div></div>	


The Time Entry (CAT2) transaction has many icons for use during time entry.

The chart above covers the icons and buttons on the *Time Sheet: Initial* screen and the *Personnel Selection* screen.








<div></div> <div>Time Entry Icons <i>(continued)</i></div>	
	Totals Row On/Off (F6) - Used to toggle totals view on and off on the Time Sheet: Data Entry View screen
	Target Hours On/Off (F7) - Used to toggle the view of target hours on and off on the Time Sheet: Data Entry View screen
	Weekdays On/Off (F8) - Used to toggle the view of weekdays on and off on the Time Sheet: Data Entry View screen
	Detailed Time Data (Control+F2) - Used to view time sheet detail on a selected row of the Time Sheet: Data Entry View screen
	Long Text (Control+Shift+F3) - Used to enter/view long text on a selected row on the Time Sheet: Data Entry View screen
	Travel Expenses - Not in use
	Check Entries (Control+F6) - Used to perform validation check on entries on Time Sheet: Data Entry View Screen
<div>SLIDE 70</div> <div>TM300 Updated 11/30/15</div> <div>©2015 State of North Carolina All Rights Reserved</div> <div></div>	

The Time Entry (CAT2) transaction has many icons for use during time entry.

The chart above covers the icons and buttons on the *Time Sheet: Data Entry View* screen.




Time Entry Icons *(continued)*

	Legend - Used to view legend for a selected line on the Time Sheet: Data Entry View screen
	Target Hours (Control+F12) - Used to apply target hours from the employee's assigned work schedule
	Reset Entries (Control+F11) – Used to reset entries on the Time Sheet: Data Entry View screen
	Insert Row (Control+F4) – Used to insert a row for data entry on the Time Sheet: Data Entry View screen
	Delete Line (Shift+F2) – Used to delete selected line on the Time Sheet: Data Entry View screen. Cannot be undone.
	Copy Row (F5) – Used to copy a selected row on the Time Sheet: Data Entry View screen. Data may be changed after copy
	Split Row (Control+F3) – Used to split a selected row on Time Sheet: Data Entry View Screen


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The Time Entry (CAT2) transaction has many icons for use during time entry.

The chart above covers the icons and buttons on the *Time Sheet: Data Entry View* screen.




Time Entry Icons *(continued)*

	Save As Template (Shift+F11) - Used to save entered data as template for future use on the Time Sheet: Data Entry View screen
	Delete Template (Shift+F12) - Used to delete a previously saved template on the Time Sheet: Data Entry View screen
	Previous Screen – Used to move view to previous week on the Time Sheet: Data Entry View screen
	Next Screen – Used to move view to next week on the Time Sheet: Data Entry View screen
	Release View – Not in use. Time should be entered using the Data Entry Profiles ending in “-L” which automatically release, approve, and save time
	Save (Control+S) – Used to save data on the Time Sheet: Display Entry View screen. Time will be automatically released, approved, and saved.


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The Time Entry (CAT2) transaction has many icons for use during time entry.

The chart above covers the icons and buttons on the *Time Sheet: Data Entry View* screen.




Time Entry Icons *(continued)*


Immediate	On Save
A/A Codes Validity	Quota Availability
24 hr limit	Collision w/ Full Day's Absence
	Employee Status (Active/Inactive)

 **NOTE:** Validation errors must be corrected in order to save the time record containing the error.

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- The following validations occur during time entry using CAT2:
- **Quota Availability** – CAT2 performs quota check during time entry to ensure that sufficient quota is available from current balances. A time record may not be saved if an employee’s quota is exceeded.
 - **Full-Day Absences** – CAT2 checks full-day absence to ensure leave does not exceed planned work schedule.
 - **A/A Groupings** – CAT2 checks A/A groupings to ensure that a Temporary employee does not use an A/A time code that belongs to a full-time employee.



Time Entry Error Messages

Check Entries Feature


- Allows you to check entries before saving
- Errors and warnings are identified for resolution




Errors vs. Warnings

- **Errors** - Must be fixed before proceeding. Highlighted in red
 - **Example** – Invalid A/A code entered
- **Warnings** - A warning is an information message that may be heeded or ignored depending on the situation. Highlighted in yellow
 - **Example** – Number of hours entered exceed planned working times

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Exercise 3.1 – Record Time

Record Time – CAT2


- You wish to enter time for an employee. The employee has worked her entire work schedule with no exceptions.



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Refer to your exercise guide for step by step instructions for this walkthrough.

 **NOTE:** If the current week contains a holiday, the system will display a yellow warning message for hours entered on the holiday, if they are not coded as 9300.

3.1: Exercise - Record Time

CAT2

Scenario

You wish to enter time for an employee, Rita Henry. She is a FT / Positive Pay / Permanent employee. Rita has worked her entire work schedule with no exceptions.


Instructions


1. Enter transaction code **CAT2** in the Command field and click or press Enter.
2. Enter **NORML-SU** in the Data entry profile field and click or press Enter.
3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
4. Complete the following field:

Employee Rita Henry FT/Positive/Permanent							
Student 1	80000450	Student 6	80000455	Student 11	80000460	Student 16	80000465
Student 2	80000451	Student 7	80000456	Student 12	80000461	Student 17	80000466
Student 3	80000452	Student 8	80000457	Student 13	80000462	Student 18	80000467
Student 4	80000453	Student 9	80000458	Student 14	80000463	Student 19	80000468
Student 5	80000454	Student 10	80000459	Student 15	80000464	Student 20	80000469

Field	Value
Personnel number	Use Employee (Rita Henry) from the list above.

5. Click the **Execute** button.
6. Highlight the **Personnel number** on the Time Sheet: Initial Screen.
7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.
8. Click the **Target Hours** button to apply a full week of time with no exceptions. A dialog box is displayed.
9. Click the **Yes** button to insert a new line with Target Hours.


 **NOTE:** You should now see a new line of data for your employee with 40 hours of A/A type 9500.
10. Click the **Check Entries** button. A dialog box is displayed.
11. Click the **green check mark** to save your entries.
12. Click the **Save** button.


 **NOTE:** If time permits you may repeat the steps above for a different week. You may change the week view by simply clicking the Previous or Next screen button on the Time Sheet: Data Entry View screen.

13. Click the **Back** button until you return to the SAP Easy Access screen.

This exercise is complete.

ADDITIONAL INFORMATION: If the week contains a holiday, Rita could take up to eight hours of Holiday Leave (A/A Type 9300) for that holiday. Since her workday schedule is for 10 hours a day/4 days a week, she would have the option to use 8 hours of Holiday Leave (AA Type 9300) and then used leave for her remaining 2 hours according to her agency's policy. Working a holiday would incur holiday Premium pay so she might also elect to take her holiday leave at a different time in accordance with her agency's leave policy.


 **NOTE:** The employee can code more than 8 hours of Holiday Leave on a given day if they have the quota available to use. (This would be relevant around Veteran's Day, Thanksgiving, and the December holidays where the employee may have more than 8 hours Holiday Leave quota available.)




Exercise 3.2 – Record Time With Leave

Record Time with Leave – CAT2

- You wish to enter an employee’s time for the current week. The employee worked a regular schedule for Tuesday, Thursday, and Friday, took 1 day of vacation on Monday, and 1 day of sick leave on Wednesday.



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Refer to your exercise guide for step by step instructions for this walkthrough.

3.2: Exercise - Record Time with Leave

CAT2

Scenario

You need to enter time for Sharon Fairbanks for the current week. She is an FT / Negative Pay / Permanent employee. Sharon worked her regular schedule for Tuesday, Thursday, and Friday, took 1 day of vacation on Monday, and 1 day of sick time on Wednesday.


Instructions

1. Enter transaction code **CAT2** in the Command field and click or press Enter.
2. Enter the current date in the Key date field. (It should default!)
3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
4. Complete the following field:

Employee Sharon Fairbank FT/Negative/Permanent							
Student 1	80000490	Student 6	80000495	Student 11	80000500	Student 16	80000505
Student 2	80000491	Student 7	80000496	Student 12	80000501	Student 17	80000506
Student 3	80000492	Student 8	80000497	Student 13	80000502	Student 18	80000507
Student 4	80000493	Student 9	80000498	Student 14	80000503	Student 19	80000508
Student 5	80000494	Student 10	80000499	Student 15	80000504	Student 20	80000509

Field	Value
Personnel number	Use Employee (Sharon Fairbanks) from the list above.

5. Click the **Execute** button.
6. Highlight the **Personnel number** on the Time Sheet: Initial Screen.
7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.
8. Sharon has worked her regular hours of time – A/A type 9500 for Tuesday, Thursday, and Friday. Since she is a Negative Pay employee, you do not have to enter time worked for these days.
9. Click in the **Pers. No.** field on the first available line.
10. Click on the **matchcode** and select the personnel number to add a line. The matchcode pop-up box is displayed.
11. Click the **green check mark** or press Enter to select the employee whose record you wish to process.

 **NOTE:** You should now see a new line on Sharon's record.

12. Enter **8** hours of vacation using A/A type **9000** – approved leave for Monday.

13. Select the personnel number from the matchcode in the **Pers. No.** field to add a line.

 **NOTE:** You should now see a new line for Sharon.


14. Enter **8** hours of sick time – A/A type **9200** for Wednesday.

15. Click the **Check Entries** button to see if there are any errors in your data entry.
Correct any errors you encounter.

16. Click the **Save** button.

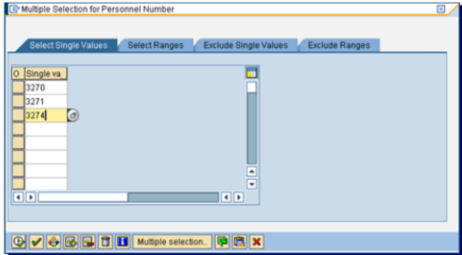
17. Click the **Back** button to return to the SAP Easy Access screen.

This exercise is complete.



Multiple Selections for List Entry of Personnel in CAT2

1. To use multiple selections during time entry in CAT2, place your cursor in the Personnel Number field and click the Multiple Selection button
2. After Personnel Number selections are made, click the Execute button




Multiple Selection allows you to access an input mode for adding:

- Select single values
- Select ranges
- Excluding single values
- Excluding ranges

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TIP: When using multiple sections, you can copy and paste values such as Personnel Numbers from a list using the **Copy from Clipboard** button.

To Copy From Clipboard during Multiple Selections:


1. In your Word or Excel list, highlight the text you want to copy, e.g., a list of Personnel Numbers.
2. Press the Control and C keys on your keyboard to copy the list into the Clipboard.
3. In SAP, access the Multiple Selections dialog box for the field whose values you wish to load from the Clipboard.
4. Click the **Copy from Clipboard** button to paste values into the multiple selection dialog box.




Exercise 3.3 – Record Time for a List of Employees

Record Time for a List of Employees – CAT2

- You need to enter time for a group of employees. Enter the complete work schedule for each positive time entry employee by applying the Target Hours.



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Refer to your exercise guide for step-by-step instructions for this exercise.

NOTE: The Execute button is also called the Copy button at times on the CAT2 screen.

NOTE: During a week with a holiday, you may receive a Warning message on the status bar at the bottom of the screen. Press the Enter key to override and continue processing. If you are processing more than one employee time record, you will have to press Enter for each employee.

3.3: Exercise - Record Time for a List of Employees

CAT2

Scenario

You wish to enter time for a group of employees. Enter the complete work schedule for each positive time entry employee by applying the Target Hours.
Tomeka Avans (positive), Sarah Beckham (positive), and Wanda Hill (negative)

Instructions

1. Enter transaction code **CAT2** in the Command field and press Enter.
2. Enter the current date in the Key date field. (It should default!)
3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
4. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.
5. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees **Tomeka Avans**, **Sarah Beckham**, and **Wanda Hill** located below.

Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449


Employee Sarah Beckham PT/Positive/Permanent							
Student 1	80000410	Student 6	80000415	Student 11	80000420	Student 16	80000425
Student 2	80000411	Student 7	80000416	Student 12	80000421	Student 17	80000426
Student 3	80000412	Student 8	80000417	Student 13	80000422	Student 18	80000427
Student 4	80000413	Student 9	80000418	Student 14	80000423	Student 19	80000428
Student 5	80000414	Student 10	80000419	Student 15	80000424	Student 20	80000429

Employee Wanda Hill FT/Negative/Permanent							
Student 1	80000470	Student 6	80000475	Student 11	80000480	Student 16	80000485
Student 2	80000471	Student 7	80000476	Student 12	80000481	Student 17	80000486
Student 3	80000472	Student 8	80000477	Student 13	80000482	Student 18	80000487
Student 4	80000473	Student 9	80000478	Student 14	80000483	Student 19	80000488
Student 5	80000474	Student 10	80000479	Student 15	80000484	Student 20	80000489


TIP: When using multiple sections you can copy and paste values from a list and use the Copy from Clipboard button.

6. Click the **Copy** button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.
7. Click the **Execute** button.


📁**NOTE:** The Execute  button is also called the Copy button at times on this screen.

8. Click the **Select All Persons**  button to highlight the Personnel numbers listed on the Time Sheet: Initial Screen.
9. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.

📁**NOTE:** You should now see 2 lines for each employee entered – the first showing Target Hours and the second showing a summary.

11. Insert a new line for Wanda Hill.
12. Enter **8** hours of Approved Leave (A/A Type **9000**) on Wednesday for Employee Wanda Hill.
13. Add a new line for Employee Tomeka Avans, by placing your cursor on one of Tomeka's lines in the Personnel field and clicking the + **Insert Row**  button.
14. Highlight the new line you just added for Tomeka and then click the **Target Hours** button to apply a full week of time with no exceptions.


📁**NOTE:** If you do not select the line for Tomeka before clicking on the **Target Hours** button, you will add a line of Target hours to each employee on your list.

15. Insert a new line for **Employee Sarah Beckham**.
16. Enter **4** hours of Sick Leave (A/A Type **9200**) on Tuesday for Employee Sarah Beckham.
17. Add a new line for Employee Sarah Beckham, by placing your cursor on one of Sarah's line in the Personnel field and clicking the + **Insert Row**  button.
18. Highlight the new line you just added for Sarah and then click the **Target Hours** button to apply a full week of time with no exceptions.
19. Check your entries.

20. Save.

21. Click the **Back** button to return to the SAP Easy Access screen.


📁**NOTE:** During a week with a holiday, you may receive a Warning message on the status bar at the bottom of the screen. Press Enter to override and continue processing. If you are processing more than one employee time record, you will have to press Enter for each employee.




Exercise 3.4 – Edit Time for a List of Employees

Edit Time for a List of Employees – CAT2

- You need to edit some of the entries for the group of employees whose time you just entered.
 - Employee Tomeka Avans – add 2 additional hours worked on Thursday
 - Employee Rita Henry – add 10 hours worked of shift premium time for Friday
 - Employee Sharon Fairbank – add 2 additional hours worked on Wednesday, Thursday, Friday, and Saturday. Then change sick leave to approved leave.
 - Employee Wanda Hill – add 9 hours of approved leave for Tuesday



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Refer to your exercise guide for step-by-step instructions for this walkthrough.

NOTE: Remember that Negative time entry employees do not have to enter time on a holiday unless they worked the holiday.

NOTE: A/A type 9400 results in docking of pay and should only be used in accordance with OSHR policy.

Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449

Employee Rita Henry FT/Positive/Permanent							
Student 1	80000450	Student 6	80000455	Student 11	80000460	Student 16	80000465
Student 2	80000451	Student 7	80000456	Student 12	80000461	Student 17	80000466
Student 3	80000452	Student 8	80000457	Student 13	80000462	Student 18	80000467
Student 4	80000453	Student 9	80000458	Student 14	80000463	Student 19	80000468
Student 5	80000454	Student 10	80000459	Student 15	80000464	Student 20	80000469

Employee Sharon Fairbank FT/Negative/Permanent							
Student 1	80000490	Student 6	80000495	Student 11	80000500	Student 16	80000505
Student 2	80000491	Student 7	80000496	Student 12	80000501	Student 17	80000506
Student 3	80000492	Student 8	80000497	Student 13	80000502	Student 18	80000507
Student 4	80000493	Student 9	80000498	Student 14	80000503	Student 19	80000508
Student 5	80000494	Student 10	80000499	Student 15	80000504	Student 20	80000509

Employee Wanda Hill FT/Negative/Permanent							
Student 1	80000470	Student 6	80000475	Student 11	80000480	Student 16	80000485
Student 2	80000471	Student 7	80000476	Student 12	80000481	Student 17	80000486
Student 3	80000472	Student 8	80000477	Student 13	80000482	Student 18	80000487
Student 4	80000473	Student 9	80000478	Student 14	80000483	Student 19	80000488
Student 5	80000474	Student 10	80000479	Student 15	80000484	Student 20	80000489

3.4: Exercise - Edit Time for a List of Employees

CAT2

Scenario


You wish to edit some of the entries for the group of employees whose time you just entered.

- **Employee Tomeka Avans** – add 2 additional hours worked for Thursday
- **Employee Sharon Fairbank** – add 2 additional hours of time worked A/A type 9500 to each day that she worked. Then, after finding out she has exhausted her sick leave, change Wednesday's time to approved leave.
- **Employee Rita Henry** – add 10 hours worked of shift premium time for Friday
- **Employee Wanda Hill** – add 8 hours of approved leave for Tuesday

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press Enter.
2. Enter the current date in the Key date field. (It should default!)
3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
4. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.
5. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees **Tomeka Avans, Rita Henry, Sharon Fairbank, and Wanda Hill**.
6. Click the **Execute** button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.
7. Click the **Execute** button.
8. Click the Select **All Persons** button to highlight the Personnel numbers listed on the Time Sheet: Initial Screen.
9. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.
10. On **Employee Tomeka Avans'** record, add an additional **2** hours of time worked A/A type **9500** for Thursday.
11. Locate **employee Sharon Fairbank** (who is a Negative time entry employee) and add **2** hours of time worked A/A type **9500** to each day that she worked.

 **NOTE:** Remember that Negative time entry employees do not have to enter time on a holiday unless they worked the holiday.


12. **Employee Rita Henry** has agreed to work an Evening Shift Premium schedule for Friday of the week. Add **10 hours** of time worked A/A type **9500**.
13. You must also add the **code for evening shift premium** in the P field (Premium field). Click the matchcode and select the code for Evening Premium.
14. On **Employee Wanda Hill's** record, add another 8 hours of approved leave A/A type **9000** for Tuesday.
15. Check your entries.

📁**NOTE:** You will see a warning that lets you know that Rita Henry and Tomeka have exceeded their target hours. Remember that you scheduled Rita to work an extra shift earlier in this exercise. You scheduled Tomeka to work additional hours on Thursday. You will need to press ENTER to bypass the warning and proceed with processing.
16. Press **Enter** to bypass the warning.
17. Press **Enter**.
18. Save.

📁**NOTE:** Remember that Negative time entry employees do not have to enter time on a holiday unless they worked the holiday.
19. Click the **Back** button to return to the SAP EASY Access screen.

You just found out Employee Sharon Fairbanks has exhausted her sick leave quotas (for purposes of this training exercise).
20. Go back into CAT2 and change A/A type from **9200** to A/A type **9000** – Approved Leave for Wednesday of the work week.
21. Save.
22. Click the **Back** button to return to the SAP EASY Access screen.


This exercise is complete.



Correcting Entries

- Entries may be corrected in previous records. OSC HR/Payroll business practices allow for you to go back six weeks. Any corrections that are more than six weeks back, you will need to submit a ticket to BEST and ask for the wall to be lowered.
- Approved changes are picked up the next time that Time Evaluation is run.
- Only Time Administrators can change entries for ESS users when the time has already been approved via MSS.
- ESS users can correct time until the time is approved in MSS.


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Agencies will decide how far back they want to go to make corrections. Retroactive calculations require every subsequent period to be re-processed.

To make a time correction:


1. Access employee time entry via CAT2.
2. Use appropriate key date for correction. You can only scroll forward or backward a certain number of weeks.
3. Adjust entries as needed.
4. Save.




Exercise 3.5 – Correcting Entries

Correcting Entries – CAT2

- You want to correct entries you recorded for an employee in a previous exercise. Instead of 2 additional hours each day, the employee worked 2.5 hours each day.



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Refer to your exercise guide for step-by-step instructions for this exercise.

3.5: Exercise - Correcting Entries

CAT2

Scenario

You want to correct entries you recorded for Employee Sharon Fairbank in a previous exercise. Instead of 2 additional hours each day, Sharon worked 2.5 hours each day.

Instructions


Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and click or press Enter.
2. Enter the current date in the Key date field. (It should default!)
3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
4. Enter employee Sharon Fairbank from the information below in the **Personnel Number** field.

Employee Sharon Fairbank FT/Negative/Permanent							
Student 1	80000490	Student 6	80000495	Student 11	80000500	Student 16	80000505
Student 2	80000491	Student 7	80000496	Student 12	80000501	Student 17	80000506
Student 3	80000492	Student 8	80000497	Student 13	80000502	Student 18	80000507
Student 4	80000493	Student 9	80000498	Student 14	80000503	Student 19	80000508
Student 5	80000494	Student 10	80000499	Student 15	80000504	Student 20	80000509

5. Click the **Execute** button.
6. Highlight the employee shown on the Time Sheet: Initial screen.
7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.
8. Change the additional 2 hours of A/A type **9500** time worked for each day worked to 2.5 in the work schedule.
9. Check your entries.
10. Save.
11. Click the **Back** button to return to the SAP Easy Access screen.

This exercise is complete.




Exercise 3.6 Practice Time Entry


Time Entry Techniques – CAT2

This demonstration shows the following time entry techniques:

- **Target Hours** – allows you to apply the employee's planned work schedule
- **Adding lines** – allows you to insert an additional blank line for the selected employee
- **Split lines** – allows you to split the selected line, forcing the entries to the left of the cursor to a new line
- **Comments** – ability to add in comments for each entry. Can be used to capture explanatory text
- **Totals** – allows you to view totals during data entry. Alleviates need to perform manual calculations



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Refer to your exercise guide for step-by-step instructions for this demonstration.

NOTE: *Comments made in the time sheet may only be viewed in the CAT2, CAT3 or CATS_DA transactions. There is no mechanism to report on these out of the OSC HR/Payroll system.*

3.6: Practice - Time Entry Techniques

CAT2

Scenario

This demonstration shows the following time entry techniques:

- **Target Hours** – allows you to apply the employees planned work schedule.
- **Adding lines** – allows you to insert an additional blank line for the selected employee.
- **Split lines** – allows you to split the selected line, forcing the entries to the left of the cursor to a new line.
- **Comments** – ability to add in comments for each entry. Can be used to capture explanatory text.
- **Totals** – allows you to view totals during data entry. Alleviates need to perform manual calculations.

📌**NOTE:** Comments made in the time sheet may only be viewed in the CAT2 or CAT3 transactions. There is no mechanism to report these out of the BEACON system.

Instructions

1. Enter transaction code **CAT2** in the Command field and click or press Enter.
2. Complete the following fields:





Field	Value
Data entry profile	NORML-SU
Key date	Current date



3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry screen.
4. Complete the following field:




Field	Value
Personnel number	Use Employee Sarah Beckham from the below information.

Employee Sarah Beckham PT/Positive/Permanent							
Student 1	80000410	Student 6	80000415	Student 11	80000420	Student 16	80000425
Student 2	80000411	Student 7	80000416	Student 12	80000421	Student 17	80000426
Student 3	80000412	Student 8	80000417	Student 13	80000422	Student 18	80000427
Student 4	80000413	Student 9	80000418	Student 14	80000423	Student 19	80000428
Student 5	80000414	Student 10	80000419	Student 15	80000424	Student 20	80000429


5. Click the **Execute** button.
6. Highlight the **Personnel number** on the Time Sheet: Initial Screen.

7. Click the **Enter Times**  button to access the Time Sheet: Data Entry View screen.
8. Click the **Next screen** button to display next week's schedule.
9. Review the displayed screen. Make note of the **Target Hours** row showing the planned work schedule.
10. Click the **Target Hours**  button near the middle top of the screen to apply the planned work schedule for the week. The Target Hours dialog box displays.
11. Click **Yes** to insert a line into the Time Sheet with the target hours applied with A/A type 9500. Your Time Sheet now shows three lines for the Employee – the Target hours, the Totals row, and the line of actual hours worked.
12. Add a new line by placing your cursor on one of the employee's line in the Personnel field and clicking the + **Insert Row**  button.
13. Enter A/A type **9200** and **4** hours of sick time for Thursday. Be sure to place a zero in the 4 hours of 9500 leave shown for Thursday.
14. Place your cursor in the field in which you recorded sick time on Thursday and click the **Long Text**  button to access the Change Time Entry screen.
15. Enter a sample note such as "Dr note provided".
16. Click the **Back** button to return to the Time Sheet: Data Entry View screen.

 **NOTE:** Your timesheet should now show 16 hours of 9500 time and 4 hours of 9200 time.
17. Place your cursor on the day of sick time and click the **Split Row**  button. A new line is created by the split with 4 hours of 9200 time.
18. On the new line created, change the A/A type from 9200 to **9000** for approved leave and add 2 hours on Thursday.
19. Reduce the 9200 hours on Thursday from 4 hours to **2** hours.

 **NOTE:** Your timesheet should now show 16 hours of 9500 time, 2 hours of 9200 time, and 2 hours of 9000 time.
20. Click the **Check Entries**  button. An information dialog box is displayed.
21. Click the **green check mark**  to accept the information.
22. Click the **Save** button.
23. Click the **Back** button until you return to the SAP Easy Access screen.


This demonstration is complete.



Comp Balance Check when Recording Adverse Weather

- With the changes to the Adverse Weather policy effective 1/1/2015, an employee is not allowed to use Adverse Weather Leave if the employee has available Comp Leave.
- A new validation in the CAT2 will prevent a Time Admin from keying Adverse Weather Leave (A/A 9545) in the timesheet if there is an available balance in any of the Comp Leave quotas for the requesting employee. The validation will consider current balances and also take into account any Approved Leave keyed prior to the A/A 9545 entry on the timesheet.

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If an employee has Comp Balances to cover the amount or a portion of the Adverse Weather leave keyed, the system will generate an error and the entry should be changed to approved Leave (A/A 9000).

If an employee does not have any Comp Balance, the system will generate a warning message. The message is a reminder that the manager must approve the use of Adverse Weather leave based on the provisions outlined in the Adverse Weather policy.

The ***CAT2 – Comp Balance Check when Recording Adverse Weather Leave*** bulletin is available in the Time Management folder on the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/index.html>

3.7: Exercise – Record Time using Adverse Weather Leave

CAT2

Scenario

You need to enter time for Rita Henry and Wanda Hill for the current week. They worked their regular hours with the exception of Tuesday. The employees did not report to work due to adverse weather. The National Weather Service issued a severe weather warning for weather conditions on that day.

Instructions


Follow along with the Time Management Bulletin to complete the demonstration scenario in the system.


1. Enter transaction code **CAT2** in the Command field and click or press Enter.
2. Enter **NORML-SU** in the Data entry profile field and click or press Enter.
3. Enter the current date in the Key date field. (It should default!)
4. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
5. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.
6. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees **Rita Henry** and **Wanda Hill**.

Employee Rita Henry FT/Positive/Permanent							
Student 1	80000450	Student 6	80000455	Student 11	80000460	Student 16	80000465
Student 2	80000451	Student 7	80000456	Student 12	80000461	Student 17	80000466
Student 3	80000452	Student 8	80000457	Student 13	80000462	Student 18	80000467
Student 4	80000453	Student 9	80000458	Student 14	80000463	Student 19	80000468
Student 5	80000454	Student 10	80000459	Student 15	80000464	Student 20	80000469


Employee Wanda Hill FT/Negative/Permanent							
Student 1	80000470	Student 6	80000475	Student 11	80000480	Student 16	80000485
Student 2	80000471	Student 7	80000476	Student 12	80000481	Student 17	80000486
Student 3	80000472	Student 8	80000477	Student 13	80000482	Student 18	80000487
Student 4	80000473	Student 9	80000478	Student 14	80000483	Student 19	80000488
Student 5	80000474	Student 10	80000479	Student 15	80000484	Student 20	80000489

7. Click the **Execute** button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.
8. Click the **Execute** button.
9. Click the **Select All Persons** button to highlight the Personnel numbers listed on the Time Sheet: Initial Screen.
10. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.
11. Click the **Next screen** button to display the next week's schedule which has no time entries recorded.
12. Insert a new line for **Employee Wanda Hill** (who is a Negative time entry employee).
13. Enter 8 hours of Adverse Weather Leave (A/A 9545) on Tuesday for Employee Wanda Hill.
14. Add a new line for **Employee Rita Henry**.
15. Enter 10 hours of Adverse Weather Leave (A/A 9545) on Tuesday for **Employee Rita Henry**.
16. Add a new line for **Employee Rita Henry**.
17. Highlight the new line you just added for Rita and the click the **Target Hours** button to apply a full week of time.
18. Check your entries.

 **Note:** You will see an error that lets you know that Rita Henry has Comp balances available and that A/A 9000 should be recorded instead of A/A 9545 (Adverse Weather). You cannot bypass this error. You must change the A/A 9545 to A/A 9000 before proceeding. You will also see a warning that lets you know that supervisor approval is required for Adverse Weather (A/A 9545) for Wanda Hill. You can press ENTER to bypass the warning and proceed with processing. By double clicking on the error and/or warning messages, the full text will be display in a separate pop-up window.
19. Click the Continue button to close the display message box.
20. For Rita Henry, change the A/A type 9545 to 9000 – Approved Leave for Tuesday of the work week.
21. Check your entries.

 **Note:** You will see a warning that lets you know that supervisor approval is required for Adverse Weather (A/A 9545) for Wanda Hill. You can press ENTER to bypass the warning and proceed with processing.
22. Click the Continue button to close the display message box.
23. Click Save
24. Click Continue button to bypass the warning message.
25. Click the Back button to return to the SAP EASY Access screen.


This exercise is complete.



Tending to ESS Employees

- Failure to Release Time
 - ESS Time must be released by the employee before it can be approved by the supervisor.
 - Time Approvers may approve time if the Manager fails to do so. Time Administrators cannot approve ESS entries.
 - Time administrators can enter time in SAP for ESS users that cannot make entries. Time entered by the Time Admin on behalf of an ESS user is saved as approved time. It would be an exception to normal procedures.
- Corrections After Approval
 - Time Administrators can make approved changes.
- Employees may receive errors and/or warnings when entering time in ESS (for example, time keyed to A/A 9545, Adverse Weather Leave).

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Display Working Times (CATS_DA) may be run for time that has been released but not approved. Run the report using the Personnel number and restrict the display to the Processing Status 20 – time Released for approval.

To resolve the unapproved time, contact the Manager and request they use the Manager Self Service (MSS) Portal to approve.

Alternatively, if the manager is not available, the backup Time Approver may use Approve Time (CATS_APPR_LITE) to approve the time directly in SAP. This responsibility is given to some Payroll and HR Master Data Administrators in agencies using ESS.

Time Approver job aid and CATS_APPR_LITE Approve Time Records BPP are available in the Time Management folder on the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/index.html>

The ***ESS – Comp Balance Check when Recording Adverse Weather Leave*** bulletin is available in the Time Management folder on the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/index.html>

Knowledge Check

1. True or False:
 - Time cannot be corrected after payroll for that period is complete.

2. True or False:
 - Time Administrators should only choose data entry profiles designated as list.

3. True or False:
 - Time Administrators must approve ESS time that has been released but not approved by a Manager.

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Timesheet Icons in SAP – CAT2

- For a complete listing of all timesheet icons, please visit the OSC Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/index.html>

Follow the path below to access the latest version of the job aid:


Time Management > Job Aids > Timesheet Icons in SAP - CATS

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Lesson 3 Review

In this lesson, you learned to:

- Record, review, and correct time in SAP
- Identify new time codes using Time Administration Quick Reference Card

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Lesson 4 Objectives

Upon completion of this lesson, you should be able to:

- Describe Substitutions
- Describe use of charge objects
- Describe Variants

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Terms and Concepts

- Substitutions
- Charge Objects
- Variants


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Substitutions – Over-writing daily work schedule with new shift schedule. Used when an employee makes a shift change that is premium pay relevant. Refer to the OSHR policies for questions about substitutions.

Charge Objects – Charge Objects offer a way for agencies to track hours against projects, funds, grants and programs. Charge Objects may also include details about activity types and/or specific tasks. Hours recorded to Charge Objects will be available for reporting. Reporting the cost of those hours recorded to a particular Charge Object is not supported in OSC HR/Payroll

Variants – A Variant in SAP is a set of saved selection criteria to be used during data entry or reporting. Described in detail on slide following the Data Entry Profile slide.



Substitutions

Premium pay – derived from Work Schedule


- Employee is eligible
- Employee is on a shift pay relevant work schedule
- Employee will receive shift pay for hours recorded on scheduled work days
- Non-scheduled work days do not carry shift designations

Premium pay – derived from Substitution


- Employee is eligible
- Employee's daily work schedule is substituted for a premium eligible shift
- Employee will receive shift pay for hours recorded on that day

(Continued)

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These are ways that employees get premium pay. The position must be eligible, and the employee must work the hours and have the right schedule. Substitutions are done for an entire shift.



Substitutions *(continued)*

Premium pay – derived from push codes

- Employee is eligible
- Employee hours are recorded with a push code
- Employee will receive shift pay

Push codes – slang for the premium number on the timesheet screen.


- Used to indicate which hours should receive the Night or the Evening Shift premium.

(Continued)

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Risks – Using push codes instead of proper shift assignment or substitution creates a risk of inequity among employees of the same class on the same shift. The best practice is to use substitutions or a work schedule change via the HR Master Data Maintainer rather than push codes.

Push Codes - Slang for the Premium Number on the timesheet screen. It is used to indicate which hours should receive the Night or the Evening Shift Premium. There is also a Premium Number value that indicates time evaluation should Stop Premium for those employees whose indication of premium payment is triggered behind the scenes by their assignment to a shift premium designated work schedule.

For example, if someone worked 8 hours of a normal day schedule and 1 hour in the evening, they would use the Evening Premium code (or push code) on a second line for that 1 additional hour to mark it as being worked in the evening. If the person is on an evening schedule, their position work schedule is already marked as evening premium eligible. If they come in an hour early in the day schedule time frame they would enter a second line with that hour and mark it with a Stop Premium code if that 9th hour is not eligible for a premium. This may vary by agency. There are three premium codes right now: Night Premium, Evening Premium, and Stop Premium.



Substitutions *(continued)*

The Daily Work Schedule is overwritten with properties of the Substituted schedule. Employee may then:

- Record work time
- Record leave time


Examples of Daily work Schedules:

- 1D08 Day Shift – 8 hours
- 1E08 Evening Shift – 8 hours
- 1N08 Night Shift – 8 hours


Weekends

- The system always knows weekends. Weekends start with Night shifts on Friday. An employee that records work time on Saturday who is eligible for Weekend premium pay will receive weekend premium pay without a substitution.

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Substitutions may be daily, or may be for weeks at a time.




Exercise 4.1 - Substitute Work Schedule

Substitute Work Schedule – PA61

An employee who works nights is asked to work extra shifts on her day(s) off. Her position is defined as Night Premium eligible. All hours worked will receive night shift premium automatically if it is a scheduled work day. If she works any hours of day shift, the Create Work Schedule Substitution process has to be used to record her hours as Non-Night Shift Premium eligible.


To ensure proper shift premium is received, perform daily substitutions to make the days off to normal work days.
The substitutions should be made for Saturday and Sunday which are her standard days off.

NOTE: Ensuring that employees are substituted properly when they work at times other than their planned work schedule is very important.



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Refer to your exercise guide for step-by-step instructions for this exercise.

After making a Substitution, access CAT2 to verify the work schedule substitution is correct.

4.1: Exercise - Substitute Work Schedule

PA61

Scenario

Tomeka Avans who works nights is asked to work extra shifts on her day(s) off. Tomeka’s position is defined as Night Premium eligible. All hours worked will receive night shift premium automatically if it is a scheduled work day.

To ensure proper shift premium is received, perform daily substitutions to make the days off to normal work days. The substitutions should be made for Saturday of the current week and Sunday of the next week, which are her standard days off.

Instructions

1. Enter transaction code **PA61** in the Command field and press Enter.
2. Complete the following fields:


Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449

Field	Value
Personnel number	Use Tomeka Avans from the information above.
Infotype	2003 for Substitutions

3. Click the **Create** button.
4. Complete the following fields:

Field	Value
From	Saturday of current week
To	Saturday of current week
Subs. Type	Defaults to 02 – do not change
Daily work schedule	1D08 – 8 Day


5. Click the **Save** button.
6. Repeat the steps above for Sunday of the next week.
7. Click the **Back** button to return to the SAP Easy Access screen.



Charge Objects

- Agencies may use Charge Objects to track hours against projects, funds, grants, and programs.
- Hours recorded to Charge Objects will be available for reporting.
- Reporting the cost of hours recorded to a particular Charge Object is not supported in OSC HR/Payroll.

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Charge Objects are entered using specific charge object data entry profiles (e.g., Charge4-L).

Each Agency will maintain its own list of Charge Objects in the SAP system.

The four levels are optional, not required. Agencies using just a single number, up to 12 digits, may continue to use just that identifier.


For additional information in reference to Charge Objects have your Training Agent register you for Web Base Training *TM330*.




Exercise 4.2 - Time Entry Using Charge Objects

Time Entry Using Charge Objects – CAT2


- You wish to enter time for Employee Sarah Beckham using one charge object.

 **NOTE:** The charge object field is free form. It is helpful to keep an Excel list of valid charge objects that may be used to copy and paste valid charge objects during time entry.

Not every Agency will be using charge objects.



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Refer to your exercise guide for step by step instructions for this walkthrough.

In this List profile, the Time Admin makes entries directly to the charge object field. It is not restricted to specific values. In ESS, an employee doing their own time entry is restricted to a “Worklist” of values they may select to charge their time.

4.2 - Exercise – Time Entry Using Charge Objects

CAT2

Scenario

You wish to enter time for Employee Sarah Beckham using one charge object.

📁NOTE: The charge object field is free form. It is helpful to keep an Excel list of valid charge objects that may be used to copy and paste valid charge objects during time entry.

Instructions

1. Enter transaction code **CAT2** in the Command field and press Enter.
2. Complete the following fields:

Field	Value
Data entry profile	CHARGE1L <i>(This is different than the one you have been using.)</i>
Key date	Current date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.

Employee Sarah Beckham PT/Positive/Permanent							
Student 1	80000410	Student 6	80000415	Student 11	80000420	Student 16	80000425
Student 2	80000411	Student 7	80000416	Student 12	80000421	Student 17	80000426
Student 3	80000412	Student 8	80000417	Student 13	80000422	Student 18	80000427
Student 4	80000413	Student 9	80000418	Student 14	80000423	Student 19	80000428
Student 5	80000414	Student 10	80000419	Student 15	80000424	Student 20	80000429

4. Enter employee Sarah Beckham from the above list in **Personnel Number** field.
5. Click the **Execute** button.
6. Highlight the employee shown on the Time Sheet: Initial screen.
7. Click the **Enter Times** button to access the Time Sheet: Data Entry View screen.
8. Click the **Next screen** button twice to display a week with no time entries.
9. Click the **Target Hours** button to apply her planned work schedule for next employee.
10. Click the **Yes** button to insert a line with target hours for each employee.


📁NOTE: You should now see a new line for Sarah with A/A type 9500 matching her planned work schedule.

11. Enter **Project1234** in the Charge Object field.

12. Click the **Save** button.

13. Click the **Back** button to return to the SAP Easy Access screen.

This exercise is complete.




Variants

A Variant in SAP is a set of saved selection criteria to be used during data entry or reporting.

Advantages of variants:

1. Faster entry
2. Reduced errors
3. May be used by more than one Time Administrator

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To create a Variant for Record Time Entry:

1. Enter Personnel numbers using Multiple Selection functionality.
2. Click **Save As Variant** button.
3. Enter Variant Name and Description.
4. Click **Save**.

To use a Variant:

1. Click **Get Variant** button or select menu path
Goto > Variant > Get.
2. Double-click desired Variant to select.
3. SAP will populate CAT2 with Personnel numbers in Variant.
4. Modify and enter data as needed.

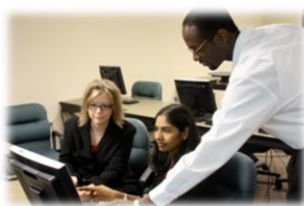
NOTE: You may change variants by saving the new variant with the same name. The system will warn you that the variant will be overwritten.



Exercise 4.3 - Create Variant for Time Entry

Create Variant for Time Entry - CAT2


- You wish to create a time entry variant for use during future time entry.



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Refer to your exercise guide for step-by-step instructions for this walkthrough.

❌ CRITICAL NOTE After you click *Execute (Copy)* to close the *Multiple Selection for the Personnel* dialog box, do **NOT** execute a second time!

TIPS for Variants:

- The Protect Variant selection is optional. When selected, it will allow others to view but not change your variant.
- After the variant is saved, it may be used going forward during the time entry process in CAT2 to pull in the list of employees.
- If you only have one variant, you will only see it displayed after you click *Execute* to close the *ABPB Variant Directory* dialog box. If you have created more than one variant, a pop-up box will display , allowing you to select from the box.
- The first value in the variant displays in the *Personnel* number field along with a small green colored area on the *Multiple Selection* button. This indicates that multiple selections are active for this field.

Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449

Employee Sharon Fairbank FT/Negative/Permanent							
Student 1	80000490	Student 6	80000495	Student 11	80000500	Student 16	80000505
Student 2	80000491	Student 7	80000496	Student 12	80000501	Student 17	80000506
Student 3	80000492	Student 8	80000497	Student 13	80000502	Student 18	80000507
Student 4	80000493	Student 9	80000498	Student 14	80000503	Student 19	80000508
Student 5	80000494	Student 10	80000499	Student 15	80000504	Student 20	80000509

Employee Wanda Hill FT/Negative/Permanent							
Student 1	80000470	Student 6	80000475	Student 11	80000480	Student 16	80000485
Student 2	80000471	Student 7	80000476	Student 12	80000481	Student 17	80000486
Student 3	80000472	Student 8	80000477	Student 13	80000482	Student 18	80000487
Student 4	80000473	Student 9	80000478	Student 14	80000483	Student 19	80000488
Student 5	80000474	Student 10	80000479	Student 15	80000484	Student 20	80000489

4.3- Exercise – Create Variant for Time Entry

CAT2

Scenario

You want to create a time entry variant for use during future time entry for the Dept of Cultural Resources Museum of History employees.


Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CAT2** in the Command field and press Enter.
2. Complete the following fields:

Field	Value
Data entry profile	NORML-SU
Key date	Current Key date

3. Click the **Personnel Selectn** button to access the Personnel Number Selection for Fast Data Entry Screen.
4. Place your cursor in the **Personnel Number** field and click the **Multiple Selection** button located to the right of the field.
5. On the Multiple Selection for Personnel dialog box, enter the Personnel Numbers for employees Tomeka Avans, Sharon Fairbank, and Wanda Hill.
6. Click the **Execute** (Copy) button to close the Multiple Selection for Personnel dialog box and return to the Personnel Number Selection for Fast Data Entry screen.

 **CRITICAL NOTE:** Do not execute a second time!


7. From the menu, select Goto > Variants > Save as Variant (or Save button) to access the Variant Attributes screen.
8. Complete the following fields:

Field	Value
Variant Name	TRG_VariantXXX (XXX = your initials...for training only) <i>Type carefully!</i>
Descript.	Time entry DCR/HisMus EE_XXX
Protect variant	Click this selection box

📁 **NOTE:** The Protect Variant selection is optional. When selected, it will allow others to view but not change your variant.

9. Click the **Save** button and return to the Personnel Number Selection for Fast Data Entry screen. The message 'Variant was saved' displays.

📁 **NOTE:** The variant may be used from this point forward during Time Entry in CAT2 to pull in the list of employees.

10. Click the **Back** button to return to Time Sheet: Initial Screen.
11. Click the **Personnel Selection** button to access the Personnel Number Selection for Fast Data Entry screen.
12. Click the **Get Variant** button  on the toolbar to access the ABAP Variant Directory dialog box.
13. Verify that your **Training User ID** is displayed in the Created by field.
14. Click **Execute** to close the ABAP Variant Directory dialog box and apply the variant.


📁 **NOTE:** If you only have one variant, it will display. If you have more than one variant created, a pop-up box with a list of the variants will display. You would then select from the list.

📁 **NOTE:** The first value in the variant displays in the Personnel number field along with a small green dot on the Multiple Selection button. This indicates that multiple selections are active for this field.

15. From this point forward you could proceed with time entry.
16. Click the **Back** button until you return to the SAP Easy Access screen.


This walkthrough is complete.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]





Knowledge Check

1. True or False – Time Administrators must manually calculate premium pay.
2. True or False – SAP has a limit to the number of premium pay relevant substitutions that may be made during a given work schedule.
3. True or False – All work hours should be recorded under the 9500 A/A type.



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Lesson 4 Review

In this lesson, you learned to:

- Describe Substitutions
- Describe use of charge objects
- Describe Variants

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Lesson 5 Objectives


Upon completion of this lesson, you should be able to:

- Describe time evaluation
- View common time evaluation error messages
- Describe 2012s

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Terms and Concepts

- Time Evaluation
- Time Evaluation Error Log
- 2012s

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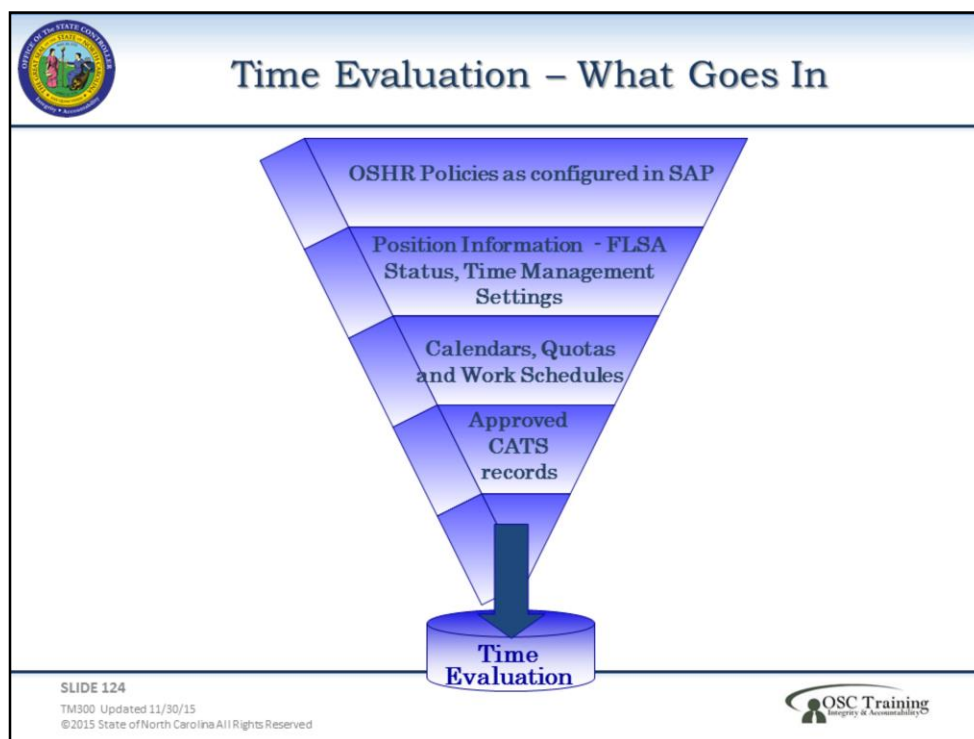
Time Evaluation – Automated nightly batch Job that reviews approved time.

Time Evaluation:

- calculates planned time and overtime
- determines premium pay (shift pay, holiday premiums)
- converts recorded time into codes to be used by Payroll

Time Evaluation Error Log – Generated during Time Evaluation run

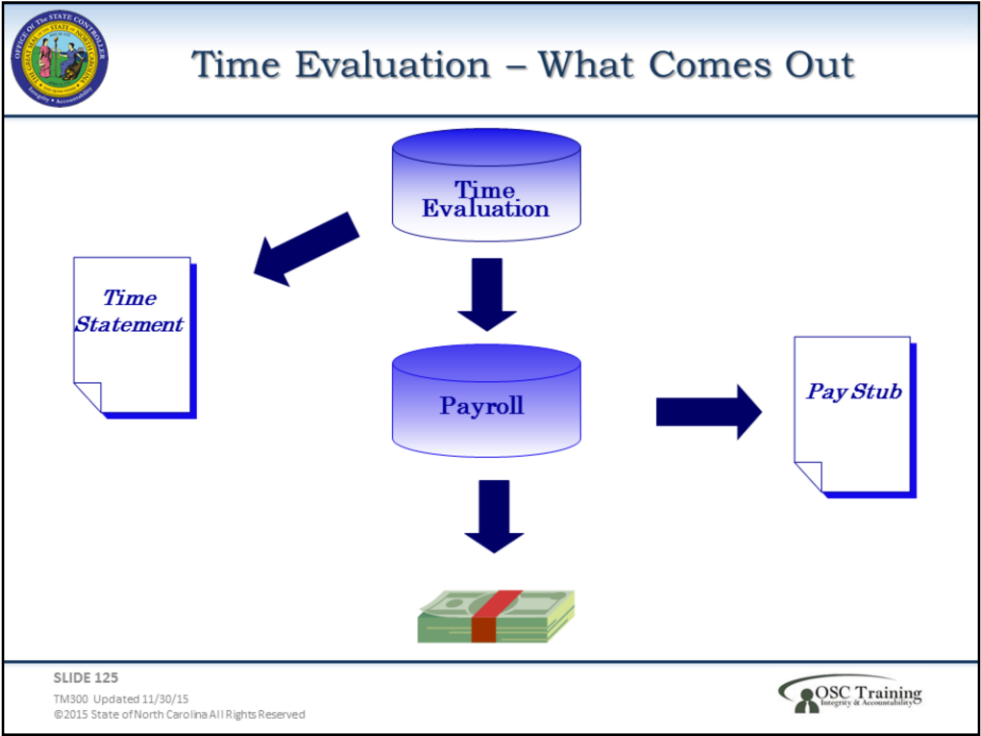
2012s – Personal Time Transfer Specifications are used to affect an employee's pay




Time Evaluation determines:

- OT/Comp Time
- Premium Pay
- Leave Offsets
- Recovery of outstanding liabilities


Payroll picks up Time Evaluation results and generates pay checks.





Time Evaluation Messages

Time Evaluation Messages Display



Time Evaluation Messages Display

MessTy	Message long text	PersNo.	Empl./appl.name	CD	Logical date
Z7	Hol Lv moved to Hol Comp	80000955	Anthony Ramirez01	FR	01/30/2015
B9	50% not reached no leave accrual	80000955	Anthony Ramirez01	SA	01/31/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	01/31/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	02/07/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	02/14/2015
Z7	Hol Lv moved to Hol Comp	80000955	Anthony Ramirez01	TU	02/17/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	02/21/2015
B9	50% not reached no leave accrual	80000955	Anthony Ramirez01	SA	02/28/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	02/28/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	03/07/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	03/14/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	03/21/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	03/28/2015
B9	50% not reached no leave accrual	80000955	Anthony Ramirez01	TU	03/31/2015
ZD	Positive time - Hours not entered	80000955	Anthony Ramirez01	SA	04/04/2015
ZW	Must Reconcile Adv. Wea. Liability	80000955	Anthony Ramirez01	SA	04/04/2015

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One of the primary responsibilities of the Time Administrator will be to review the error log generated during Time Evaluation.

This is accomplished via the Time Evaluation Error Messages transaction (PT_ERL00).

TIP: Time Administrators can save time generating this report by setting up a Variant containing the Personnel Numbers of the employees that they monitor in their agency and the messages that require action .

A complete list of potential error messages can be found in the Common Time Evaluation Error Messages job aid located in the Time Management folder on the OSC Training HELP website:


<http://www.osc.nc.gov/training/osctd/help/index.html>




Exercise 5.1 - Display Time Evaluation Messages

Display Time Evaluation Messages – PT_ERL00

- You wish to view Time Evaluation error messages for an employee.



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Refer to your exercise guide for step-by-step instructions for this walkthrough.

When executing this report it is recommended to use only the relevant period unless specifically troubleshooting a single employee due to the large number of records.

NOTE: After Executing the PT_ERL00 report to run, a message for each condition detected during Time Evaluation is displayed. For this reason, there may be more than one message of the same kind for an employee. The messages will recur until the condition which caused the message is resolved.


5.1 - Exercise – Display Time Evaluation Messages

PT_ERL00

Scenario

You need to view Time Evaluation error message for Anthony Ramirez.


Instructions


1. Enter transaction code **PT_ERL00** in the Command field and click or press  (Enter).
2. Complete the following fields:

Employee Anthony Ramirez FT/Positive/Permanent							
Student 1	80000955	Student 6	80000960	Student 11	80000965	Student 16	80000970
Student 2	80000956	Student 7	80000961	Student 12	80000966	Student 17	80000971
Student 3	80000957	Student 8	80000962	Student 13	80000967	Student 18	80000972
Student 4	80000958	Student 9	80000963	Student 14	80000968	Student 19	80000973
Student 5	80000959	Student 10	80000964	Student 15	80000969	Student 20	80000974


Field	Value
Period	Accept the defaulted Other Period date range.
Personnel number	Employee Anthony Ramirez

3. Click the **Execute** (Copy) button to run the report.
4. Review the displayed messages.


 **NOTE:** A message for each condition detected during Time Evaluation is displayed. For this reason there may be more than one message of the same kind for an employee. The messages will recur until the condition which caused the message is resolved.

 **NOTE:** Messages in red are hard error codes and must be corrected.
5. Click the **Back** button until you return to the SAP Easy Access screen.

This exercise is complete.

 Research Common Time Evaluation Warnings and Errors		
Msg Type	Description	Required action
A2	Holiday not taken	Must determine if Holiday WAS taken, or WORKED. Correct timesheet OR contact the Leave Admin
B1, B5, B6	Not eligible for premium	(all types) Need to check employees Time Management Settings on Time Statement
B7	Minimum reqd hrs not recorded	Employee will be docked when LWOP is recorded. Check entries
B9	50% not reached no leave accrued	Employee has not achieved 50% of work schedule and therefore has not accrued leave. Check entries for accuracy.
D6	Error Message: Hours w/Special Leave > Expected	Change time entry to another type of Leave
L3	Error Message: Cannot recover Adv Wthr with App Lv	Change time entry to Leave without Pay. See BEACON Help Job Aid.
LB	Error Message: EE on LOA w/ AW Liability	Employee Adverse Weather Liability must be reconciled. See BEACON Help Bulletin.
ZV, ZW, ZX	Error Messages: Must reconcile liability	Employee liability (Advance Vacation, Adverse Weather, or Sick) must be reconciled. See BEACON Help Bulletin and Job Aid

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Contact the BEST Shared Services Center if you encounter errors that you are unable to resolve. Messages will recur until they are resolved, therefore it is important to monitor them on a regular basis.

Some messages are warnings and may not need to be corrected. Others that display in red are “hard stops” that prevent the employee’s time from processing. These need to be corrected in order for the employee’s time to process.

NOTE:

The ***PT_ERL00 – Adverse Weather Messages for Policy Changes Effective 1/1/2015*** bulletin is available in the Time Management folder on the OSC Training HELP website:


<http://www.osc.nc.gov/training/osctd/help/index.html>



2012s Time Transfer Specifications


- These are Personal Time Transfer Specifications that can affect an employee's pay.
- Used to turn on or off pay relevant behaviors for individuals
- Used to track start and end dates for incentive pay contracts
- Used to isolate employees with exceptions to routine time (OT and /or leave accruals)

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Because 2012s can affect employee pay, they are maintained by the HR Master Data Maintainers. As Time Administrators, is it important to know that they exist, but you will not have the ability to create or change them.

IT2012 is used to recover an Adverse Weather liability. Leave Administrators have security access to IT2012 for Adverse Weather recovery.




2012s Subtypes and Their Uses


Subtype	Name	Description
Z009	First 10 Hours Comp	Forces the first 10 hours (over the min. required work hours) to go to the Comp Time quota, and anything over that to be paid
Z020	Immediate Payout (OT)	Turns on Immediate Payout for OT for a specific date range
Z031	Non-Faculty	Flags NCSSM personnel for unique rules
Z032	Faculty	Flags NCSSM personnel for unique rules
ZAWA	<i>Makeup Adv Wthr w/App Lv</i>	<i>Used to capture AW with Approved Leave (< 7/1/2015)</i>
ZAWL	<i>Makeup Adv Wthr w/LWOP</i>	<i>Used to capture AW with LWOP (<7/1/2015)</i>
ZAWR	Makeup Adv Wthr	Used to capture AW with Approved Leave then LWOP, if needed. (≥7/1/2015)
ZAWB	Makeup Adv Wthr f/ Bonus	Used to capture AW with Bonus Leave then LWOP, if needed. (≥7/1/2015)

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IT2012s are set up by the HR Master Data Maintainer.



Infotype 2012, Subtypes to Recover Adverse Weather Owed


Adverse Weather liability hours that have not been made up within 90 days will result in an error message being generated in Time Evaluation: ZW – “Must Reconcile Adv. Wea. Liability”. Time Evaluation messages can be viewed in transaction PT_ERL00.

***NOTE:** The Adverse Weather aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15. All liabilities incurred prior to 1/1/15 will show the 365 day aging period.*

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover all of the liability, the remaining liability should be recovered with LWOP. A Leave Admin will need to manually trigger the appropriate recovery of the liability.

Two new subtypes for Infotype 2012 have been created effective 7/1/2015 to allow a Leave Admin to recover overdue hours owed. Subtype ZAWR will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype ZAWB will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.


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NOTE:

The ***Recovering Adverse Weather Owed*** job aid is available in the Time Management folder on the OSC Training HELP website:


<http://www.osc.nc.gov/training/osctd/help/index.html>




Exercise 5.2 - Display An Employee's 2012s

Display An Employee's 2012s – PA61

- You wish to review an employee's list of time transfer specifications (IT2012).



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Refer to your exercise guide for step by step instructions for this walkthrough.

5.2 - Exercise – Display an Employee’s Time Transfer Specifications (IT2012)

PA61


Scenario

You wish to review Employee Rita Henry’s list of time transfer specifications (IT2012).

Instructions


1. Enter transaction code **PA61** in the Command field and press Enter.
2. Complete the following fields:

Employee Rita Henry FT/Positive/Permanent							
Student 1	80000450	Student 6	80000455	Student 11	80000460	Student 16	80000465
Student 2	80000451	Student 7	80000456	Student 12	80000461	Student 17	80000466
Student 3	80000452	Student 8	80000457	Student 13	80000462	Student 18	80000467
Student 4	80000453	Student 9	80000458	Student 14	80000463	Student 19	80000468
Student 5	80000454	Student 10	80000459	Student 15	80000464	Student 20	80000469

Field	Value
Personnel number	Employee - Rita Henry
Infotype	2012
Subtype	<div>ZAWB – Makeup Adverse Weather f/ Bonus</div> <div>*Make sure to select the all button for the Period*</div> <div> NOTE: This subtype is used to recover Adverse Weather liability from Bonus Leave, then LWOP, if needed.</div>

3. Click the **Overview** button to access the List Time Transfer Specifications (2012) screen.
4. Click on the record to highlight it.
5. Click on the **Change** button. The Change Time Transfer Specifications infotype is displayed.
6. Review the displayed validity dates for the Time Transfer Type field setting.
7. Click the **Back** button until you return to the SAP EASY Access screen.


This exercise is complete.



Exercise 5.3 - Create an Employee's Time Transfer Specification (IT2012)


Create an Employee's Time Transfer Specification – PA61

- You wish to create time transfer specifications for an employee.



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5.3 - Exercise – Create an Employee’s Time Transfer Specifications (IT2012)

PA61

Scenario


You wish to create Employee Anthony Ramirez time transfer specifications (IT2012) in order to reconcile the Adverse Weather Liability as indicated on the PT_ERL00. You must utilize the PT_ERL00 report to determine the date range and the PT50 to determine the number of hours required to reconcile the Adverse Weather Liability. Note that Anthony is out on LOA effective 7/13/2015

Research

1. Enter transaction PA61 in the Command field and press enter.
2. Complete the following fields:

Employee Anthony Ramirez FT/Positive/Permanent							
Student 1	80000955	Student 6	80000960	Student 11	80000965	Student 16	80000970
Student 2	80000956	Student 7	80000961	Student 12	80000966	Student 17	80000971
Student 3	80000957	Student 8	80000962	Student 13	80000967	Student 18	80000972
Student 4	80000958	Student 9	80000963	Student 14	80000968	Student 19	80000973
Student 5	80000959	Student 10	80000964	Student 15	80000969	Student 20	80000974

Field	Value
Personnel number	Employee Anthony Ramirez
Infotype	9901
Subtype	7000 – Adverse Weather Liability (Make sure to select all)

3. Click the **Overview**  button to review outstanding liabilities.

Instructions

4. Enter transaction PA61 in the Command field and press enter.
5. Complete the following fields:

Field	Value
Personnel number	Employee Anthony Ramirez
Infotype	2012
Subtype	ZAWR – Makeup Adv Wthr

6. Click the **Create** button to create the Time Transfer Specifications (2012).
7. Enter **7/2/2015** in the Start value and To value fields.
8. Enter **8** hours in the Number of hours field.

📁NOTE: Do not enter a negative sign for this number.
9. Click **Edit > Maintain text** and enter a note such as “Recovering Adv Weather Hrs Owed generated on 4/4/2015”.
10. Click the **Save** button to save your notes. The Create Time Transfer Specification screen will display again on your screen.
11. Click the **Save** button to save record.
12. Click the **Back** button until you return to the SAP EASY Access screen.

📁NOTE: The instructor will manually run Time Evaluation.

13. Access the transaction code PT_ERL00 to display the Time Evaluation Error Message: **LB – EE on LOA w/ AW Liability**.


Field	Value
Period	Up to Today
Personnel Number	Employee Anthony Ramirez


14. Return to the SAP Easy Access screen.
15. Enter transaction PA61 in the Command field and press enter.
16. Review IT9901, Subtype 7000 – you should see a second Adverse Weather Liability generated on 6/15/2015 (if necessary, see steps 2 and 3 above for instructions).


📁NOTE: The adverse weather liability generated on 4/4/2015 has been recovered by approved leave.

17. Click the back arrow to return to the Display HR Master Data screen.
18. Complete the following fields:


Field	Value
Infotype	2012
Subtype	ZAWR – Makeup Adv Wthr

19. Click the **Create** button to create the Time Transfer Specifications (2012).
We must create a second 2012 to clear the 3.5 hours of remaining adverse weather liability since the employee is on Leave of Absence effective 7/13/2015.
20. Enter **7/12/2015** in the Start value and To value fields (the day before the LOA action as shown on PT_ERL00).
21. Enter **3.5** hours in the Number of hours field.
 **NOTE:** Do not enter a negative sign for this number.
22. Click **Edit > Maintain text** and enter a note such as “The employee is on extended LOA effective 7/13/2015; therefore, the outstanding Adverse Weather liability generated on 6/15/2015 must be recovered”.
23. Click the **Save** button to save your notes. The Create Time Transfer Specifications screen will display again on your screen.
24. Click the **Save** button to save record.

 **NOTE:** The adverse weather liability has been recovered by approved leave.
25. Click the **Back** button until you return to the SAP EASY Access screen.

 **NOTE:** The instructor will manually run Time Evaluation.
26. Access the transaction code PT_ERL00 using the Period, Up to Today to confirm there are no error messages.
27. Access the transaction code PA61 to review the IT9901, Subtype 7000 records.
28. Click the **Back** button until you return to the SAP EASY Access screen.


This exercise is complete.




Knowledge Check

1. True or False – Time Evaluation occurs automatically during a nightly batch run.


2. Which of the following is correct?
 - A – Time Evaluation does not affect leave accrual
 - B – Time Evaluation is run by every Time Administrator
 - C – Leave Administrators must calculate and enter quota balances after reviewing Time Evaluation reports
 - D – None of the above



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Lesson 5 Review

In this lesson, you learned to:

- Describe time evaluation
- View common time evaluation error messages
- Describe 2012s

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Lesson 6 Objectives

Upon completion of this lesson, you should be able to:

- Perform time reporting in SAP
- Perform time troubleshooting

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About Troubleshooting

PRACTICE

This lesson is designed to introduce troubleshooting. After class be sure to practice and explore.

BE PATIENT

Troubleshooting is a skill that is honed over time – don't be alarmed if you don't feel like an expert at the end of class.


IT GETS EASIER


As you become more familiar with the OSC HR/Payroll system, data, processes, and transactions your comfort with troubleshooting will increase.

DON'T WORRY

The transactions discussed in this topic are displays and reports. They don't update or change data so running them will not "hurt" anything.

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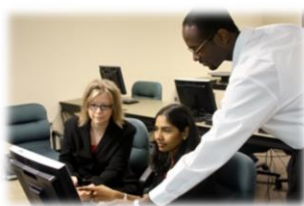
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Exercise 6.1 - Display Working Times

Display Working Times – CATS_DA

- You need to view a report showing the employees recorded working times.
- Examine the following:
 - Sorting
 - Filters
 - Subtotals



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Refer to your exercise guide for step-by-step instructions for this walkthrough.

TIP: Click the Multiple Selection button to enter more than one Personnel Number.

Employee Tomeka Avans FT/Positive/Permanent							
Student 1	80000430	Student 6	80000435	Student 11	80000440	Student 16	80000445
Student 2	80000431	Student 7	80000436	Student 12	80000441	Student 17	80000446
Student 3	80000432	Student 8	80000437	Student 13	80000442	Student 18	80000447
Student 4	80000433	Student 9	80000438	Student 14	80000443	Student 19	80000448
Student 5	80000434	Student 10	80000439	Student 15	80000444	Student 20	80000449
Employee Sarah Beckham PT/Positive/Permanent							
Student 1	80000410	Student 6	80000415	Student 11	80000420	Student 16	80000425
Student 2	80000411	Student 7	80000416	Student 12	80000421	Student 17	80000426
Student 3	80000412	Student 8	80000417	Student 13	80000422	Student 18	80000427
Student 4	80000413	Student 9	80000418	Student 14	80000423	Student 19	80000428
Student 5	80000414	Student 10	80000419	Student 15	80000424	Student 20	80000429
Employee Rita Henry FT/Positive/Permanent							
Student 1	80000450	Student 6	80000455	Student 11	80000460	Student 16	80000465
Student 2	80000451	Student 7	80000456	Student 12	80000461	Student 17	80000466
Student 3	80000452	Student 8	80000457	Student 13	80000462	Student 18	80000467
Student 4	80000453	Student 9	80000458	Student 14	80000463	Student 19	80000468
Student 5	80000454	Student 10	80000459	Student 15	80000464	Student 20	80000469
Employee Sharon Fairbank FT/Negative/Permanent							
Student 1	80000490	Student 6	80000495	Student 11	80000500	Student 16	80000505
Student 2	80000491	Student 7	80000496	Student 12	80000501	Student 17	80000506
Student 3	80000492	Student 8	80000497	Student 13	80000502	Student 18	80000507
Student 4	80000493	Student 9	80000498	Student 14	80000503	Student 19	80000508
Student 5	80000494	Student 10	80000499	Student 15	80000504	Student 20	80000509
Employee Wanda Hill FT/Negative/Permanent							
Student 1	80000470	Student 6	80000475	Student 11	80000480	Student 16	80000485
Student 2	80000471	Student 7	80000476	Student 12	80000481	Student 17	80000486
Student 3	80000472	Student 8	80000477	Student 13	80000482	Student 18	80000487
Student 4	80000473	Student 9	80000478	Student 14	80000483	Student 19	80000488
Student 5	80000474	Student 10	80000479	Student 15	80000484	Student 20	80000489

6:1 - Exercise – Display Working Times

CATS_DA


Scenario

You want to view a report showing a group of employees recorded working times.
Examine the following:

- Sorting
- Filters
- Subtotals


Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **CATS_DA** in the Command field and click or press  (Enter).
2. Complete the following fields:

Field	Value
Reporting period	For Ken Potter (Personnel Number 10000042) 06/15/15 – 07/12/15 07/13/15 – 08/09/15 08/10/15 – 09/06/15 All other employees – use current month
Personnel number	Employees Tomeka Avans, Sarah Bechham, Rita Henry, Sharon Fairbank, and Wanda Hill from your employee sheet. 📁 NOTE: Click the Multiple Selection button to enter more than one Personnel Number.

3. Click the **Copy/Execute** button.
4. Click the **Execute** button to generate the report.
5. Review the displayed data. There will be a section for each employee entered showing **Employee Name, Pers. No., Date worked, Status, and number of hours.**
6. Click the **Additional Functions** button TWICE to expand the view to include **Sorting, Filtering, and Subtotals** buttons.
7. Follow your instructor the use of **Sorting, Filtering, and Subtotals.**
8. Click the **Back** button to return to the SAP Easy Access screen.



Troubleshooting Premium Pay Issues

1.

Time Statement (ZNCTIME) – Check employee’s time statement to see if a leave offset was made.

2.

Display Working Times (CATS_DA) – Check for leave in same period which may result in an offset.

3.

Substitution (PA61) – Check to see if a substitution shows in their work schedule.


4.

Cumulated Time Evaluation Results: Time Balances/Wage Types (PT_BAL00) – Check Time Wage Types and Balances

5.

Display Time Evaluation Results (PT66) – Day by day account on how time is processed. Link between time and payroll.

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 **NOTE:** If these troubleshooting techniques do not help resolve the issue, contact the BEST Shared Services Time team.

TIP: The BI Report *BO083-Position Eligibility Settings* offers another way to view the settings on a position.

For more information, the Time Statement job aid is located in the Time Management folder on the OSC Training HELP website. Also the following BPPs are located in the Time Management folder:

CATS_DA	Display Working Time
PA61	Change Working Schedule
PT_BAL00	Time Evaluation Messages Display
PT66	View Time Evaluation Results

<http://www.osc.nc.gov/training/osctd/help/index.html>





Work Schedule Errors and Implications

Error	Implications
Employee listed incorrectly on days instead of evenings or nights	Hours entered will not receive premium pay.
Employee scheduled for 5x8s instead of 4x10s.	Employee will be unable to record a full day's absence when recording leave.

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Time Settings Errors and Implications

Error	Implications
Employee didn't receive premium pay	Position not flagged as eligible, or improper work schedule assignment, or time not properly coded.
Employee didn't receive Callback pay	Position not flagged as eligible or improper time code.
Employee didn't receive Comp Time	Position not flagged as eligible. Leave time may have offset additional hours worked. Extra time used to repay liability (i.e., Adverse Weather). Time not approved by supervisor.

Position Settings are managed by the HR Master Data Maintainer

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A/A Code Errors and Implications

Error	Implications
A code is entered that is invalid	System will require that the entry be corrected or deleted before proceeding.
A premium code is entered and the employee isn't eligible	If premium codes are used and the employee is not eligible, Time Evaluation will ignore the premium code.
An A/A code is used and the employee isn't eligible	If the Callback code is entered and the employee isn't eligible the employee will not receive Callback compensation.
A code is used for a quota that doesn't have sufficient balance	On save, system will indicate errors that must be corrected before saving the timesheet(s).

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Premium Code Errors and Implications

Error	Implications
Employee coded for premium when not eligible	Employee will not receive premium pay UNLESS the Position they hold is eligible.
Employee is substituted and still enters a premium code	Premium will not double up, it is an either/or, not an additive behavior.

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Lesson 6 Review

In this lesson, you learned to:

- Perform time reporting in SAP
- Perform time troubleshooting

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Course Map

Lesson 1: Time Administration Overview

Lesson 2: Quotas and System Behaviors

Lesson 3: Time Recording

Lesson 4: Advanced Time Reporting


Lesson 5: Time Evaluation and Time Transfer Specifications


Lesson 6: Reporting and Troubleshooting

Lesson 7: Course Review

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Course Review

You should now be able to:

- Describe Time Administration process
- Describe time Roles and Responsibilities
 - Time Administrators vs. ESS
- Define new time recording terms and concepts
- Describe how work schedules may affect quotas and pay
- Identify new time codes using the Time Administration Quick Reference Card
- Review work schedules
- Describe premium pay eligibility
- Record, review, and correct time in SAP
- Describe system behaviors
- View common time evaluation error messages
- Perform general time reporting and troubleshooting

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Next Steps

Monitor the HR/Payroll System communication


- BEST Shared Services web site (especially the Updates tab)
URL: <http://www.osc.nc.gov/BEST/index.html>
- OSC Training website: **What's New** link
URL: http://www.osc.nc.gov/beacon/training/whats_new.html

Review conceptual materials


Access the Training HELP site
URL: <http://www.osc.nc.gov/training/osctd/help/>

Practice what you've learned
URL: <https://mybeacon.nc.gov>

- Client 899
- Use your current NCID user name and password



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Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.



Keep your training materials close by as a ready reference.


Want to practice what you have learned from your desk?

Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance?

Remember to access the Training HELP website when you need assistance in completing transactions. As stated above, the work instructions can be accessed on line through the web link in the slide above.

	<h2>Next Steps</h2>
<p>Time Learning Lab Info:</p> <p>http://www.osc.nc.gov/training/osctd/help/index.html</p> <p>Time Management > Workshops</p> <ul style="list-style-type: none">• Time Learning Lab 2013• Time Learning Lab 2012 <p>Coming Soon:</p> <ul style="list-style-type: none">• Advanced Time Class – TM450	
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Course Assessment and Evaluation

Course Assessment and Evaluation

- Follow the instructions given by your instructor to complete your course assessment and evaluation of today's class in the Learning Management System (LMS).

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Transcript

Use the transcript to manage all active training.

You have completed 0.0 hours (0.0% of 6.0) of aggregate training for the fiscal year ending 6/30/2015.

Transcript

Active

Completed

Archived

Add External Training

Time

All Training


Title	Type	Due Date	Status	Options
Decision	Home	Registered	Withdraw	
Decision	Home	Withdrawn	Select Services	
Decision	Home	Withdrawn	Select Services	
Decision	Home	Registered	Withdraw	

Don't forget to click the SUBMIT button!

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Please listen as your instructor explains the Course Evaluation process.

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Conclusion

CONGRATULATIONS!

You have completed the course!

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